

Session 4: Graduation Day

Session Goals

The primary goal of this session is to hold a District meeting to celebrate the graduation from the program. Invite families and Lodges to attend. Pure motivation and fun.

Topics to be discussed

“IT'S A GREAT THING TO BE A MASON”

Materials Needed

- Food & Drink
- “Road to the East Program” Certificates for graduation. (Available form the Leadership Service Committee, via the Grand Secretary’s Office)
- Happy faces and pride in new and renewed Masonic Leadership.



The Following Pages Contain Resource Materials

BROTHER BRING A FRIEND NIGHT; KEYS TO VICTORY!

KIT CONTAINS:



STEPS TO A SUCCESSFUL BROTHER BRING A FRIEND NIGHT
SAMPLE PROGRAM AGENDA OF THE EVENING
DISPLAY TABLE IDEAS AND DESCRIPTIONS
SAMPLE LETTER TO LODGE MEMBERS
SAMPLE LETTER TO PROSPECTIVE CANDIDATES
SAMPLE PROGRAM TALKS
DISPLAY PROGRAM TALKS
PROGRAM BROCHURE

Steps to a SUCCESSFUL “ BROTHER BRING A FRIEND NIGHT ”

The following steps have been tested in real situations in a variety of areas in the state and they WORK! Be prepared to collect petitions and schedule degrees!

Advanced Preparation

- ❖ Convince yourself and your Lodge that you NEED new members.
- ❖ Gain the Lodge's commitment to bring prospective candidates (and their families, if your Lodge desires).
- ❖ Organize an Action Team to oversee the entire effort.
- ❖ Set a firm date, preferably on a non-Lodge night.
- ❖ Send a letter to your entire local Membership informing them of the event along with a Memory Jogger to help them come up with names of prospective candidates to invite. (sample letters provided -- make copies of Memory Jogger on page 60)
- ❖ Ask your Brothers to call the Action Team and provide the names of the prospective candidates so that an invitational letter from the Lodge can be sent. (sample letter provided)
- ❖ Begin to create a data base with the names and as much information about the prospective candidate as you can gather.

Planning The Program

- ❖ Arrange for a dinner to be provided. Most Lodges offer the guests and sponsors dinner for free as a small incentive.
- ❖ Select your MC, speakers and set an agenda. Choose your BEST men for this job!
- ❖ Spruce up your Lodge as well as you can-at least make sure things are clean and neat.

- ❖ Create an informational brochure that you feel good about (sample attached)
- ❖ Collect materials for the display table and select a time to set them up well in advance of the actual BBFN. (suggested display table items listed)
- ❖ Assign greeters at the door to make each prospective candidate feel at home and welcome.
- ❖ Have “ Hello My Name Is “ badges available.
- ❖ Make sure that the guests are mingled with-No “ in the corner “ Masons Only discussions. Inclusion is the key . Go over this very important aspect with your membership before the program. The whole Lodge is playing a part in the success of this program, not just those that planned it!
- ❖ Follow through on the program and make sure the speakers do not ramble. A video before the speeches on Masonry, “ Getting the Most From of Your Fraternity “, or the first section of the L.S.O.M.E. tape
- ❖ have been successful.. (“Fraternity tape” available from Masonic Service Association)
- ❖ **PLACE A PETITION IN EACH GUESTS HANDS AT THE END OF THE DISPLAY TABLE----IF THEY ARE READY TO SIGN THEN GO FOR IT!!!!!!!!!!!!**
- ❖ Make sure Fellowship takes place following the program. Your Team may want to have some fun activities planned. You want the candidate to feel that he is really missing something if he does not join.
- ❖ Follow up with a thank you card containing phone numbers of a few of the Brothers to call if the prospective candidate has any questions. A follow up phone call from the Brother that brought him would not hurt.

**Can Do Masonic Lodge
#123 F. & A. M.
(address)**

Dear

Brethren,

One major goal of our Lodge is to increase membership. Like all Masonic efforts this can only happen with your help. Many hands make light work.

On -----, -----, 199- we are going to host a dinner with purpose at the ----- Temple. That purpose is to invite some good men to think about joining our wonderful Fraternity. " Brother Bring A Friend Night " will reinvigorate us, give us good food, good fellowship, and, with your help, good candidates for Masonry .

Enclosed is a "Memory Jogger " checkoff sheet to help you think of all the people you know who might make good members of our Lodge. Invite one or as many as you like to a dinner and information program at 6:30 PM on ----- --, 199-. His dinner will be free, and so will yours as a bonus for bringing him.

After dinner there will be a program in the Lodge to acquaint our guests about the gentle nature of our Craft. Petitions will be handed out at the end of the program, and fellowship will follow.

It is important that you call ---- ----- or ---- ----- by ----- --, 199- so that an invitational letter can be sent to your guest.

Brethren, the goal of bringing new members into our Craft is an important one. This program is a vehicle that allows us to accomplish that goal, while at the same time, giving us an opportunity to expose our beloved Craft to non-Masons. Do yourself, your Lodge, and your prospective candidate a GREAT service; "Brother, Bring A Friends "

Cordially &

Fraternally

**Can Do Masonic Lodge
#123 F. & A. M.
(address)**

DATE

First Name *Last Name*

Address

City/State Zip Code*

Salutation

On behalf of the Brothers of Can Do Masonic Lodge #123, it gives me great pleasure to extend to you this invitation to our "Brother Bring A Friend Night."

This evening of fun and information will take place on ----, ----- --,199-. We will begin with dinner at 6:30 PM. Following dinner we will go into the Lodge room for an informational program. The evening will end with good fellowship in the dining room.

The Lodge is located at --- ----- ----.

You may not realize it but you have been honored by *sponsors name*, the Brother who invited you. He feels that you have the internal qualifications to be a Freemason and potentially become a member of the oldest, largest, proudest and most philanthropic fraternal organization in the world.

We look forward to meeting and greeting you at our "Brother Bring A Friend Night." Should you have any questions, need transportation, or anything at all, please feel free to contact me directly.

Sincerely,

John Upbeat
Home 342-0562
Work 388-1360

BROTHER BRING A FRIEND PROGRAM SAMPLE AGENDA

The following is a suggested format which has been field tested in many areas of the state with resounding success.

- ❖ Hold the program in the Lodge room
- ❖ Have the Master or a friendly, well spoken Brother act as the Master of Ceremonies for the evening.
- ❖ Seat the potential candidates together in a front row to allow them the best position to view the video and the rest of the program.
- ❖ The M. C. should start out the program by extending a welcome to all in attendance. He should then introduce the Video. Both videos tested, "Getting the most from your Fraternity" and Part 1 of the LSOME Tape have been used with success. "Getting the most..." is a great introduction to who we are and what we stand for.
- ❖ After the Video the M. C. should have a stretch and then begin introducing each speaker, prior to their talk, one at a time.
- ❖ It is recommended that you have four speeches of no longer than 5 minutes in duration:
 1. Masonic History
 2. Community Service (National/State/ and most importantly; local)
 3. How you become a Mason, including the petition, investigation and balloting process. Touch on the Degree process as well.
 4. A talk given by the newest member of your Lodge, on what Masonry has meant to him so far has proven to be very effective. He should speak from the heart without a script.

An *alternative* (not additional) talk could be given by a Veteran member on what Masonry has meant to him, if a newly raised brother is not available.

- ❖ After the four talks, invite your guests to ask any questions they may have. Invite them to view the display tables. Have learned Brethren standing behind the tables to be able to talk to them about the display (the Brothers should be selected and instructed prior to standing behind the tables).
- ❖ Make sure there is a beginning and an end to the display table.
- ❖ At the end make sure petitions are given to each potential candidate.

“BROTHER BRING A FRIEND” DISPLAY TABLE IDEAS

1. Masonic Bible (informational sheet provided)
2. Masonic Books and Literature
3. Masonic Newspapers (local or others)
4. Copies of Philalethes Society Magazine
5. Concordant Bodies Magazines
6. LIFE Magazine of Oct. 8, 1956 Masonic article
7. Empire State Mason (selections)
8. Lambskin or White Leather Apron (informational sheet provided)
9. Officers Apron
10. Officers Jewel
11. Information on Camp Turk
12. Lodge Programs (selection)
13. Entered Apprentice Costume (informational sheet provided)
14. Working Tools (informational sheet provided)
15. Community Service Awards (informational sheet provided)
16. Concordant Body Charity Brochures
17. Q&A's
18. Information on the Masonic Home and Research Lab
19. Pictures or scrapbooks of your Lodge in “Action” or having fun.

These are just a few of the items you can display. Put anything out that you think is interesting and that may spark interest in a FRIEND.

Sample Introductory Talk to Prospective Candidates Brother Bring A Friend Night Subject: Masonic History

Freemasonry is a way of life which has been forged in the crucible of history.

Freemasons are the oldest and largest Fraternal organization in the world with some 93,000 members in New York State alone. We are a society of friends who seek to become better men, husbands, and fathers through our association with one another and our families.

The earliest written documents on Freemasonry date back to the year 1390, over six centuries ago. This document is known as the "Regius Manuscript" and resides in the British Museum. In that document there are passages alluding to the Craft being in England as early as 926 A.D.

At that time all Freemasons were operative Masons. They actually were the designers and builders of the great medieval cathedrals and other structures of gothic architecture. Their high degree of skill required vast knowledge of mechanics and geometry as well as stone masonry. They were the great artists of the Middle Ages. They were called Freemasons because (it is speculated) they were free to travel wherever their skills were required, whereas other types of Masons were compelled by law to live and work in the same community, under local restrictions for their entire lives.

Since it often took several years to complete one of these beautiful structures the Freemasons who assembled would first form a Lodge at the building site. The Lodge was governed by a Master, who was assisted by Wardens. In some respects its organization was similar to that of Lodges today. The Lodge was the place where the Masons and their families lived, ate and planned their work.

When there was no longer a call for gothic builders the Masons began to admit men who exemplified high moral character but were not actual stonemasons. These men were and are still known today as speculative Masons.

The history of Freemasonry is vast. Some of the literature on the display tables will illustrate the tremendous influence that the members of the Fraternity had on all democratic movements but perhaps none so profound as in the United States. Our brethren form a virtual honor roll of patriots who shaped and molded our great country.

While our ancient brethren erected buildings of great character, today we try to build men of great character by our teachings. We have transformed their operative tools into emblems of morality. We have formed their practices and secrets into symbols of Brotherhood, charity, and truth. We have mellowed and enriched their rituals which we use in conferring the three degrees on our candidates. This is our heritage. When you embrace it, you will find it inexhaustible in interest, life long in its appeal, and powerful enough to enrich your life.

INTRODUCTORY TALK TO PROSPECTIVE CANDIDATES
“BROTHER BRING A FRIEND NIGHT”
SUBJECT: MEMBERSHIP REQUIREMENTS AND
INITIATION PROCESS

Membership in a Masonic Lodge is open to all men 21 years of age or older, without regard to race, color, or religion. Those accepted for membership must be of good character and reputation, and they **MUST** believe in a Supreme Being and the immortality of the soul.

The first step to becoming a Mason is to complete a petition for membership accompanied by a fee of -----to cover administrative costs. If accepted, an additional amount of -----will be required at your initiation, which is to cover all the materials you will be presented, as well as your first year's dues. Thereafter the annual dues in this Lodge are only -----per year.

After viewing the display tables, when you make the decision to become a part of our wonderful Fraternity, fill out the petition you will receive and give it to the man who brought you here tonight. He will have the honor of signing it and presenting the petition to the Lodge.

The petition will be read in a Lodge meeting and referred to a committee, usually composed of three members, who will interview you. This interview will probably take place in your home, so that your family may be present to ask any questions that they may have.

After the interview, the committee reports their findings to the Lodge, and a secret ballot is taken. If the vote is favorable, you will be notified by mail and a date will be given to you to start the degree process.

The private nature of this Fraternity may have created some misconceptions in your minds about our initiation ceremonies. We are a moral institution whose tenets are Friendship, Morality, and Brotherly Love. Masonry teaches us to practice charity and benevolence and to revere ordinances of, but not replace, any man's religion. Our Fraternity exists to make good men better. Our degrees are teachings that are time tested and very serious as well as educational.

The three Degrees are given to you over a three month period. Each of the three degrees has a primary teaching. The first degree teaches us our duty to God. The second degree teaches us our duty to our Neighbor. The third degree teaches us our duty to Ourselves. To impress these teachings we use ritual, ceremony, drama, lectures, and perhaps musical accompaniment. After completion of the first and second degrees you will be tutored to make sure you know the meaning of what you have just experienced. This learning process will include working closely with a coach who will assist you in memorizing some of the key material in the Ritual.

Upon the completion of the third degree you will become a Master Mason and be eligible for all that Masonry has to offer you. What is that? Worldwide Brotherhood, fellowship, male bonding, the opportunity to do meaningful community service, being with other moral men and much more.

It is our sincere hope that you will consider the prospects of becoming a Free and Accepted Mason, and thereby enjoy the feeling of friendship and Brotherly love that Freemasons have shared from time immemorial.

INTRODUCTORY TALK TO PROSPECTIVE CANDIDATES

SUBJECT: COMMUNITY SERVICE: NATIONAL, STATE AND LOCAL EFFORTS

The Masonic Fraternity is the most charitable fraternal organization in the world. We understand how important this is to those who are considering joining the Fraternity. In a survey performed over the last five years it was discovered that the most clearly identified reason that men gave about why they joined this Fraternity is the ability to perform Community Service in a meaningful way.

Masons donate over 1.5 million dollars a day to charity. Think of it. That totals one half a billion dollars a year for charitable causes.

National Level

How many of you are aware of the Shriners, those guys that wear those funny red hats called Fezzes? The Shriners are responsible for 22 Hospitals; 3 Burn Centers and 19 Crippled Children's Hospitals. This is the largest network of crippled children's hospitals in the country, and there is NEVER A CHARGE for treatment nor is any money accepted from insurance company's and the government.

How many of you are aware that ALL Shriners are Masons? It is a requirement of becoming a Shriner. Not all Masons are Shriners but all Shriners are Masons.

There are many branches of Masonry each of whom has a favorite charity they support as a group. They help people with serious eye problems, learning disabilities, speech problems, mental illness and respiratory difficulties. They also sponsor and provide retirement homes for members ,wives, and widows.

State Level

In New York State Freemasons established and continue to support the world-renowned Masonic Medical Research Laboratory. This lab works on basic research for heart disease and aging. The Research Lab is part of a 15 building complex that also houses the Masonic retirement home located on 340 acres of land in Utica New York.

New York State Freemasonry has an active Veterans Hospitals visitation program, a Drug and Alcohol Prevention Program which includes Drug Free School Zones, a Child Identification Program, a Blood Donor Program and much more.

In the Adirondack Mountains the Masons own a whole Lake situated on 1,600 wooded acres. The Lake is called Round Lake and the only buildings on it are the Masonic Youth Camp called Camp Turk. It is a beautiful, clean, spring fed Lake that is open for two three week sessions per year. One session for boys and one for girls. The camp is open for the children, grandchildren, and friends of Masons. Many Lodges in the State will sponsor a less fortunate child from their area, enabling them to attend the Camp FREE of charge.

Local Level

Here in our own community you will find Masons....(provide local information)

In the Masonic ritual is a sentence which reads that the greatest virtue is charity for “charity extends beyond the grave through the boundless realms of eternity.” Masons are very proud of the traditions of members helping one another and mankind in general. The Mason that brought you here today has paid you a great compliment because he feels you have the **internal** qualifications to become a Mason. Based on **his** recommendation I sincerely hope that you will take this opportunity to join the most Philanthropic organization in the world and join in the attempt to make your community a better place to live and work.

Masonic Charity

Masonic Charity is one of the most vital parts of the Masonic Order. Masons in America give a little over \$1,500,000 Dollars a DAY to various charities.

On a national scale Masons support the Shrine Hospitals for Crippled and Burned Children, Research for Schizophrenia, Eye Research and many other worthy causes through the various branches of the Masonic Family.

In New York State Masons support their own home for the Elderly, the Masonic Home at Utica which was one of the first Senior Citizens homes in the Country and certainly one of the nicest.

New York Masons support a Drug Prevention Program Statewide to educate our Children and runs a summer sleep away camp called Camp Turk to provide our youth with healthy and wholesome fun!

Masons in New York also support the Masonic Medical Research Lab in Utica which is working on many of the critical health issues of our time including heart disease, and immunology. Research on geriatrics is an ongoing project. In the past Masons supported their own Orphanage in Utica.

Taking care of our Widows and Orphans is still a Masonic Obligation.

Local Masonic Lodges are always busy helping the community in which they live in a multitude of different ways. Ask one of the Masons tonight about the charitable work being done locally.

Masonic Charity is as old as Masonry itself and we are proud of our rich tradition of assisting our fellow man.

The Volume of Sacred Law

Every regular and well governed Masonic Lodge throughout the world opens the Volume of Sacred Law upon it's altars.

This Volume in whatever form it takes is a reminder of the source of LIGHT which guides all Freemasons

Masonry is not a religion nor a substitute for a religion. Masons believe in a Supreme Being but the name of that being is whatever the individual Mason believes it is.

Therefore Masonry has men of every known religion within it's ranks and they are able to dwell together in HARMONY.

Masonry encourages each to be steadfast in the faith of his own acceptance and forbids sectarian discussions within it's Lodge Rooms.

The Working Tools

Freemasonry uses the working tools of operative Masons in order to illustrate the Masonic beliefs about how a good man becomes A better man. The tools and their noble and glorious Masonic meanings are designed to impress upon each Masons mind, Wise, and serious truths. To Cite a few examples:

The Trowel: To spread the cement of brotherly love.

The Level: Teaches that all Masons, regardless of rank or affluence, outside the Lodge room, always meet as equals with a commitment to truth, hence "On the Level".

The Square: Teaches us to give all mankind a "Square Deal", to be fair, and always to test our actions against the criteria of the "Square of Virtue."

As you can well see the principles of Freemasonry are quite beautiful and if lived by, can only enhance a man's life in due proportion to his desire to love up to them.

Masonic Literature

There is a world of literature regarding Freemasonry that is available to each brother and even to non Masons. The Masonic Library located at Grand Lodge in New York City has over 80,000 titles alone, all open to Mason's for borrowing just by simply writing and asking.

Some of the books on display tonight are first editions printed as early as 1821.

From the Library to the Internet, Masonic information abounds!

As a Mason you would receive local Masonic publications and the “Empire State Mason” regularly. In addition every branch of the Masonic Family Tree such as the Royal Arch, Scottish Rite and the Shrine all produce magazines.

Going even further there are a number of excellent research societies which you will be able to join and participate in.

In short, you could start now and never in your lifetime read all that has been written on the subject of Freemasonry.

The Degree System in Freemasonry

Upon being elected to membership in a Masonic Lodge, a Man must pass through three degrees which are individual ceremonies intended to enlighten the candidate and start him on his way to understanding and living Masonry.

Each degree is essentially a three act play. All degrees are serious and beautiful and in no way will embarrass or demean the candidate, in fact the opposite is true, as each degree is meant to make the candidate feel good about himself and Freemasonry. Between degrees you will have to memorize material before being advanced to the next degree.

The degree system has its roots in operative Masonry where 13 year old boys would become apprentices and at 21 having completed a "Master's Work" would become Master Masons able to travel in foreign countries and receive masters wages.

The costume you see tonight is in remembrance of the stone masons who built King Solomon's Temple and is worn in all three degrees. The blind fold and cabletow are also used in the first section of all degrees.

The Entered Apprentice Apron

The Entered Apprentice apron is given in the ceremony of the First Degree and is yours to wear for the rest of your life and at your death to be deposited on your coffin.

Other than officers, all Masons wear a white apron while in Lodge and on special occasions such as parades, funerals, cornerstone layings and at Public Installations.

The Entered Apprentice Apron is made of leather or lambskin and is always white with no colored border.

This apron is an emblem of innocence and the badge of a Mason.

Legend holds that the different bands of workmen who built King Solomon's Temple were distinguished by the manner in which they wore their aprons. Each degree in Masonry provides a different way to wear the Apron. Once the level of Master Mason has been reached all aprons are worn alike.

An Apron fringed with the color Purple indicates that the wearer has been honored by the Fraternity to serve the Craft as an Officer of the Grand Lodge of Free and Accepted Masons of the State of New York.

Program for the Evening Dinner and Fellowship

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**Film: “Freemasonry in New York State
(12 min.)**

Speaker	Topic
<i>Richard Lore</i>	<i>Masonic History</i>
<i>Ray Doseright</i>	<i>Masonic Charity</i>
<i>Douglas Mason</i>	<i>New Brothers Viewpoint</i>
<i>Ed Manners</i>	<i>Initiation Process</i>

Question and Answer Period

Viewing Display Tables

Collation and Fellowship

- After you have completed the petition, give it, along with a \$25.00 processing fee, to the Brother who brought you to this event.
- Petitions for the Winter 1998 class are due in the Lodge by Friday, January 23, 1998. Please Note: References can be from anyone and do not have to be Masons.
- Performance Lodge No. 1209 meets on the 2nd and 4th Fridays of each month at 8:00 pm. There are no regular meetings in July of August. Every effort is made to close Lodge by 9:30 pm except on degree nights.
- There is a one time initiation fee of \$125.00 due at the 1st Degree. This includes your first years dues. Annual dues are \$43.00. All checks payable to Performance Lodge No. 1209.

ANY FURTHER QUESTION? CONTACT:
Your Sponsor for tonight or:

Richard Lore
27 Empire State St.
Peekskill, NY 10566
(914) 737-5954

Edward Manners
3 Brotherhood Road
Yorktown, NY 10562
(914) 243-0631

**We look forward to welcoming you as our
“Brother” in Freemasonry!**

Dear Potential **Craftsman,**



**Friday, December 11,
1997**

Generic Lodge Officer Position Descriptions

DUTIES & RESPONSIBILITIES OF THE MASTER:

The Master holds the title “Worshipful” because his is the most respected office in the lodge. As such, the Master sets the tone of the lodge by attitude and actions. The Brethren have entrusted their Worshipful Master with the ultimate responsibility for all of the various workings of their lodge (confident that he will assemble a competent team of officers and Brethren to see them carried out). In effect, he becomes the chief executive officer of the lodge and the Brethren become its stockholders. Only the Grand Master or his District Deputy Grand Master can ask for or assume authority over the lodge from its Master. Like stockholders in a corporation, the Brethren of the lodge trust that they and the lodge will “pleasure and profit” from the leadership of the Master whom they have elected.

Some of the principal duties of the Master, and recommendations and guidelines for seeing them accomplished are:

1. ORGANIZATIONAL:

- ❖ Set goals and objectives for the lodge year
- ❖ Translate these goals and objectives into programs for lodge meeting nights and activities throughout the lodge year
- ❖ Ensure that each officer is thoroughly familiar with his individual duties and responsibilities
 - Advise the officers of both firm and anticipated dates (such as Degrees) well in advance
- ❖ Be proficient!
 - See that not only he but his officers are proficient and well rehearsed in the Ritual of Opening and Closing the lodge
- ❖ Assign committees, as needed
 - Clearly define its purpose and objectives, frequency of reporting and completion date if any
 - Stay in regular touch with committee chairmen regarding their progress and needs

2. COMMUNICATION:

- ❖ Ensure that every Brother receives due and timely notice of every meeting and activity of the lodge
- ❖ Ascertain the interests and concerns of the Brethren and reflect them in the lodge's programs and activities wherever possible
- ❖ See that news of the Brethren is communicated to all the members of the lodge
- ❖ See that Brethren who are in sickness or distress are contacted by the lodge, as well as widows of departed Brethren
- ❖ See that pertinent activities of the lodge are made known to and the lodge's good reputation maintained in the community
- ❖ Talk to the Brethren when outside of the lodge room as well as within
- ❖ Promote lodge, District and Grand Lodge activities and programs to the Brethren

3. LEADERSHIP DEVELOPMENT:

- ❖ Lead by example!
- ❖ Make the office of Master one of “aspiration”, not “obligation”
- ❖ Make it an office that a Brother desires to attain and will take pride in reaching rather than feeling he had to do it just because “somebody had to take it and it was my turn”
- ❖ Include the officers of the lodge in the planning of its programs and activities, not just their execution -- Hold officer planning meetings throughout the year
- ❖ Make proficiency in the Ritual, in the Opening & Closing as well as the conferral of Degrees, a reflection of the lodge's pride in their craftsmanship
- ❖ Prepare the Wardens so that they will assume the Master's station, “duly and truly prepared”
- ❖ Encourage officers to participate in training programs and courses like the Leadership Development Course and the Grand Lodge library reading programs.

4. CONDUCTING LODGE MEETINGS:

- ❖ Be familiar with the Book of Constitutions and Handbook of Masonic Law as it applies to governing the lodge
- ❖ Be familiar with the Landmarks of the Craft
- ❖ Be familiar with the lodge's By-Laws
- ❖ Provide an interesting program for each meeting
- ❖ Start meetings on time (officers to arrive 30 minutes before scheduled meetings to ensure all is prepared and to greet the brethren)
- ❖ Close meetings whenever possible to allow time for the Brethren to socialize as Brothers
- ❖ Make and keep an Agenda for each meeting -- Manage the agenda against the clock
- ❖ Know in advance what business is on the agenda
- ❖ Avoid overloading the agenda, such as a matter requiring extensive discussion or added time on the same evening as a guest speaker or public ceremony
- ❖ Be prepared!
- ❖ Ensure in advance that all required officer's chairs will be filled
- ❖ Prepare in advance any anticipated follow-up action (such as appointing an investigating committee ahead of time when a Petition is about to be received)
- ❖ Ensure all information the Brethren will need to make a decision (such as dates and estimated costs for special lodge activities and expenditures) is properly prepared in advance
- ❖ Table items when it becomes clear that the Brethren need more information in order to make a decision rather than waste time with repetitious or unproductive discussion

- ❖ Prepare in advance for any exceptional activities on the evening's agenda, such as balloting on a Candidate or receiving Grand Lodge officers
- ❖ Introduce guest speakers or admit the public at the earliest hour possible
- ❖ Begin Degrees promptly and with minimal time lost in change over
- ❖ Speak loudly and clearly enough to be heard by the oldest Brother in the lodge

5. FINANCES OF THE LODGE:

- ❖ See that a lodge budget is prepared and approved by the Brethren on a timely basis
- ❖ Maintain lodge expenditures within the approved budget unless otherwise approved by the Brethren
- ❖ Ensure that the Brethren are aware of all the lodge's financial activities and status
- ❖ See that all Brethren at risk of being suspended for non-payment of dues are contacted. Determine the reason for their arrears whenever possible so that no Brother might be suspended because of an inability to pay.

6. MASONIC EDUCATION:

- ❖ Lead by example!
 - Demonstrate an open, personal interest in obtaining "More Light in Masonry"
 - Encourage the officers and Brethren of the lodge to do the same
- ❖ Make some portion of every meeting Masonic in nature
 - The work of Masonry is what distinguishes us as a fraternal order
 - A Masonic lodge is not just the only place a Brother can learn about Freemasonry, it's where he expects to learn about it!
- ❖ Make programs with a Masonic theme a regular part of the lodge's activities
- ❖ Attend the Grand Lecturer's convention, the District Schools of Instruction and other Masonic education programs
 - Encourage the lodge's officers and Brethren alike to do the same
- ❖ Recommend, from experience, the Livingston Library reading courses to your officers and newer members

7. SPECIAL NEEDS AND RECOGNITION OF THE BROTHERS:

- ❖ See that members in sickness or distress are attended.
- ❖ Send cards to the sick and shut-in, visit them whenever possible, ensure all local sick and shut-ins are visited.
- ❖ Conduct Masonic funeral service for departed Brethren when requested. Ensure that one is offered to the family.
- ❖ See that deserving Brethren are fully recognized for honors and milestones such as the Dedicated Service Award or 50 year recognition's

8. SPECIAL NEEDS OF AND RESPONSIBILITIES TO NEW BROTHERS:

- ❖ Ensure that each Petitioner is given a clear and positive understanding of how a man becomes a Mason
- ❖ Use the Grand Lodge Mentoring program with all Petitioners and newly Raised Brethren
- ❖ See that the officers and Brethren conferring the Degrees are proficient and well rehearsed so the Candidate receives the best efforts of the lodge
- ❖ Ensure that the Brother(s) assigned to work him in progressing through his Degrees is himself knowledgeable and interested
- ❖ See that all new Brothers in the lodge are quickly assimilated into its activities

9. TO THE GRAND LODGE:

- ❖ Support the programs of the Grand Master and Grand Lodge
- ❖ Plan to represent the lodge at the Annual Communication of Grand Lodge.
- ❖ See that the lodge's election returns, annual reports and per capita tax payment are completed correctly and sent on time
- ❖ See that the Grand Master's message to the Brethren, as conveyed by the District Deputy Grand Master on his official visit, is made known to the Brethren

Always remember that the Worshipful Master's role is to “...open and govern the lodge, setting the Craft to work, giving them proper instruction for their labor”.

SENIOR WARDEN:

- ❖ The Senior Warden is the second ranking officer in the Lodge. He is entrusted with the government of the Lodge in the absence of the Master. He should therefore be prepared to assume the duties of the East whenever required. The Wardens occupy a distinctive role in a Masonic lodge, one whose definitions date well back into the days of Operative Masonry. While the Master was engaged in securing and planning the Work of the Craft, it was entrusted to the Wardens to see those plans successfully carried out. They were equally entrusted to insure that the Worshipful Master's plans fully utilized and represented the skills (in a Speculative lodge, we might substitute “interests”) of the Brethren. That meant that the Wardens were involved in equal measure with both the work of the Master and the work of the Brethren. His main duty is to be responsible for Masonic etiquette and protocol thereby ensuring harmony. Among the duties of the Senior Warden and recommendations for successfully carrying them out are:
 - ❖ To assist the Worshipful Master in all of his duties.
 - ❖ Being prepared to assume the Master's station and to govern the lodge, when required
 - ❖ Knowing the Opening and Closing ritual for the Master's station in addition to that of the Senior Warden

- ❖ Being an integral part of the planning and setting of lodge goals, objectives and programs
- ❖ Assist and advise the Master in the business and activities of the lodge, especially in keeping him informed of the needs and interests of the Brethren
- ❖ Especially assist the Master in implementing his programs and activities (examples being, organizing a Degree team or taking over responsibility for organizing a planned lodge activity)
- ❖ Plan to represent the lodge at the Annual Communication of the Grand Lodge
- ❖ Participate in workshops, courses and Schools of Ritual or Instruction to learn how to be an effective Master.
- ❖ Assist the Master, as required, in visiting the sick and calling absent brethren.
- ❖ Assist the Master at Masonic funeral services.
- ❖ (If applicable) Prepare plans for his own term as Master of the Lodge including:
 - Determining which Brethren he will ask to serve as officers
 - An outline of planned programs and activities
 - A working familiarity with the administration and finances of the lodge
 - Use appropriate opportunities to demonstrate and perfect leadership skills

JUNIOR WARDEN:

The Junior Warden is the third ranking officer of the lodge. In the absence of both the Master and Senior Warden, he is entrusted with governing the lodge. He should therefore be prepared to assume those duties should necessity require. Consequently, the Junior Warden shares many of the same responsibilities as the Senior Warden in the areas of:

- ❖ To assist the Worshipful Master in all of his duties.
- ❖ Attend all lodge meetings
- ❖ Being an integral part of planning the goals, programs and activities of the lodge,
- ❖ Attend workshops, courses and other schools designed to improve leadership skills and Masonic knowledge.
- ❖ Actively assisting the Master in implementing those programs and activities
- ❖ Assist in the training and instruction of junior officers on their duties.
- ❖ Representing the lodge at the Annual Assembly of Grand Lodge
- ❖ (If applicable) Beginning to formulate his plans for assuming the East as Master
- ❖ Assist the Master at Masonic funerals services.

Other duties and responsibilities belonging to the office of Junior Warden include:

❖ Providing for and overseeing the Brethren while at refreshment

Masonic custom and tradition has long defined one of the Junior Warden's best known and most time honored responsibilities: providing the Brethren with refreshment or collation and supervising them “during the hours thereof”.

Among our Operative Masonic forefathers, the Wardens were responsible to oversee and tend to the needs of the Craft not only while at labor (or on the job) but during their off hours as well; so long as they were assembled under the auspices of the lodge. Since the beginnings of our Speculative Masonry, it is the Junior Warden who assumes charge of the Brethren from the moment the final gavel sounds to close the formal meeting of the lodge and so long as they remain gathered as Brethren in the less formal setting of the collation.

An extension of that duty is when the Junior Warden likewise assumes control of the Brethren whenever the Master orders the lodge to be called from labor to refreshment during a meeting. In this situation, the Junior Warden has the added responsibility of seeing that the Brethren promptly return “to labor” when again summoned by the Master's gavel in the East.

❖ Overseeing the work of the Stewards

Ensuring that the Brethren have a collation to enjoy is also the traditional responsibility of the Junior Warden. When this is delegated to the Stewards of the Lodge, it is still the Junior Warden's responsibility to coordinate between the Master, to determine the program for the evening, and the Stewards, to advise them as to the most appropriate collation. In most lodges, the Junior Warden is also responsible to manage his collation expenses within the amounts prescribed by the lodge and account for his expenditures.

The Junior Warden should bear in mind that his traditional duties are the result of a carefully conceived plan architected by the Founders of our fraternity. To assist him in making his initial preparations to become Master of his lodge, they incorporated into the Junior Warden's duties a focused version of the principal duties of the East. In overseeing the Stewards, the Junior Warden gains experience in coordinating a line of officers; through supervising the Craft while at refreshment, leading the Brethren; by managing the collation funds, financial management of the lodge; and by making the Junior Warden an integral part of the Master's activities, the opportunity to compare how he carries out his specific duties with those required from the East. That's why we end the installation of the Junior Warden with the words “...look well to the South”!

SENIOR DEACON:

❖ Proficiency in the Ritual

Just as the Master sets the tone of a lodge overall, when it comes to the conferral of a Masonic Degree it can be said that “As the Senior Deacon goes, so goes the Degree”. His Ritual responsibilities are second only to those of the Master himself in our Degree ceremonies and, when one considers that the Senior Deacon directly leads and controls the activity on the floor of the lodge, equal to the Master's in importance. The Senior Deacon is the highest appointed office in the lodge. The Worshipful Master depends on him (not only in Degree conferrals but in the opening and closing of every lodge meeting) and the junior officers of the lodge look up to him. For all these reasons, there are many Brethren who look back on their time as Senior Deacon as being one of the most personally rewarding and enjoyable experiences in their progression toward the East.

By virtue of this, the Senior Deacon must be both conscientious and proficient in his knowledge of the Ritual and attentive to the manner and dignity with which he carries out his various duties.

❖ “Welcome and clothe visiting Brethren”

The office of Senior Deacon grew out of the Operative Masonic custom of having the senior Entered Apprentice or Fellowcraft in the lodge receive and present each new Brother aspiring to receive that Degree. That is why it is the Senior Deacon who greets all visitors to the lodge prior to the start of the meeting and if they are not “well known Brothers” to the lodge, sees that the Worshipful Master is aware of their presence prior to the Opening.

❖ Be a “team leader” with the Masters of Ceremony

The Masters of Ceremony serve as proxies for the Senior Deacon in seeing that the Candidate is properly prepared to be received into the lodge. The Senior Deacon therefore is responsible to see that the Masters of Ceremony are themselves “duly and truly prepared” to carry out their duties; in other words, properly instructed and proficient in their Work.

JUNIOR DEACON:

❖ “See that none pass or re-pass except such “

The Junior Deacon is charged with insuring the privacy of the lodge when meeting and that only Brethren who are entitled to be present are in fact admitted into the lodge room. Similar to his counterpart the Senior Deacon, the Junior Deacon is responsible to know who is present before the lodge is formally opened. A key difference however, is that the Junior Deacon must ascertain that every Brother present, not only visitors, is a Master Mason in good standing (that is, not Suspended, Dimitted or not duly vouched for). Should he encounter a Brother who is not known to another member of the Lodge as a Master Mason, the Junior Deacon should inform the Master so that an examining committee might be appointed. In a similar vein, the Junior Deacon is responsible for seeing that every Brother present at the opening of the lodge and admitted thereafter, is properly clothed as a Mason.

During the course of the meeting, it is the Junior Deacon who reports any alarms at the Outer Door to the Worshipful Master (using discretion as to when to interrupt the proceedings at hand with his report). Since the Worshipful Master depends on the Junior Deacon to advise him as to who is without, the Junior Deacon should be familiar with proper Masonic titles to insure that each Brother is correctly identified and introduced.

❖ “To see that we are duly tyled...”

The Junior Deacon and the Tyler work in partnership. In many foreign jurisdictions, they are even respectively known as the Inner and Outer Guards. The Junior Deacon is responsible to see that the Tyler is in his proper place prior to the opening of Lodge.

MASTERS OF CEREMONY:

❖ Preparation of Candidates for Degrees

The Masters of Ceremony are given the responsibility to see that Candidates for the Degrees of Masonry are “duly and truly” prepared. This encompasses a mental as well as physical preparation. The Masters of Ceremony are the first officers of the lodge with whom the Candidate has contact on the night of his Degree. His first impressions will be formed from the manner, dignity and decorum with which the Masters of Ceremony carry out their duty. Those impressions are formed not just from the manner in which the Masters of Ceremony prepare him to be received. Among the first words of the Degree ceremony that a Candidate hears are those of the Senior Master of Ceremony (in answer to the Senior Deacon). The manner and proficiency with which the Sr. Master of Ceremony does his Ritual Work sets an impression as to how seriously the Candidate will receive the Degree in his own mind.

Therefore a Master of Ceremony must always, through his attitude, words and actions, convey to the Candidate the sense of tradition and dignity that awaits him in our Degree ceremonies and equally, the sense that he is about to participate in something very important and special. The Masters of Ceremony should always maintain a balance between friendliness and seriousness of purpose; the one in consideration of the Candidate's nervousness and the other to help him mentally prepare for his Degree.

When preparing a Candidate to return to the lodge for the second section of a Degree, the Masters of Ceremony are responsible to insure that he is appropriately clothed according to the Degree he just received. By common Masonic custom, they are also expected to familiarize the Candidate with the appropriate due-guards and signs prior to his being re-admitted.

❖ Supervision and control of the Preparation Room

The Masters of Ceremony are responsible for maintaining the privacy of the Preparation Room until the Degree is formally concluded. They should ensure that no Brother (other than the Master or an officer carrying a message from the Master) be permitted to enter the Preparation Room between sections of the Degree.

❖ Preparation of the Preparation Room

The Masters of Ceremony are responsible to see that all the necessary regalia for the Candidate is available in the Preparation Room prior to the start of the Degree. It is also given to the Masters of Ceremony to advise the Master should any of the regalia be in need of repair or replacement.

❖ Caring for the Candidate after the Degree

Most Candidates will know few Brothers of the lodge at first, aside from their proposer. Masonic custom - a Masonic variation on the “buddy system” - has therefore emerged over the years. It is become an informal extension of the Masters of Ceremony's duties to see that during collation a new Brother is introduced to all the members of the lodge and Brethren present, and to generally make the new Brother feel comfortable and genuinely welcome.

STEWARDS:

The word Steward comes from the Latin word meaning “one who watches over”. That is an appropriate description of the dual responsibilities of the Stewards, both in and out of the lodge room.

In the conferral of a Degree, the Stewards complete the procession of the ceremonies and watch over the Candidate and Conductor. When the Brethren form the “symbolic lodge” around the Candidate, the Stewards form one end of its symbolic supports. In most lodges, the Stewards are asked to assume responsibility for some portion of the Degree Work such as Questions & Answers, Working Tools or other Work as requested by the Worshipful Master.

Outside of the lodge room, the Stewards have the traditional responsibility of providing and serving a collation, under the direction of the Junior Warden. As lodge custom dictates, the Stewards may or may not be given direct responsibility for the management of the collation funds. (In either case, it is not the responsibility of a Steward to pay for a lodge collation).

MARSHAL:

We are all familiar with the grand marsh in a parade who leads the marchers down the designated route of march and we are all familiar with the marshals who maintained order in the Old West. The duties of the Marshal in a Masonic lodge combine aspects of both. During the conferral of a Degree, he is responsible to lead and direct the movements of the ceremonial procession and to maintain its order and dignity. In short, the Marshal insures that the officers and Candidate alike get to where they're supposed to be by the way they're supposed to get there! As such, the Marshal works in close partnership with the Senior Deacon.

The Marshal must therefore be as familiar with the Degree Ritual as the Senior Deacon. He may also be called upon by the Master to carry out other similar escort duties such as presenting Brethren for recognition on the floor of the lodge.

TYLER:

- ❖ The Tyler of a lodge is charged with allowing no one, except one duly qualified and vouched for, into the lodge room while the lodge is open. Among the duties of the Tyler are these traditional ones:
- ❖ Prepare the lodge room prior to opening.
- ❖ Secure the lodge room after closing.
- ❖ Announce the presence of all Masons seeking entrance to the lodge after it is open.
- ❖ Know the proper protocol for the entrance of visiting Grand Lodge officers, especially the District Deputy Grand Master on his official visits.
- ❖ Receive the pass word from the brethren when the craft is being called from refreshment to labor.

CHAPLAIN:

- ❖ The Chaplain leads the lodge in devotion to Deity during opening and closing of the lodge. He may also be asked to invoke a blessing prior to lodge dinners or other lodge functions. He should always be prepared for these extra devotions. The Chaplain sits to the left of the Master. As such, he can, if qualified, give the Master wise council during lodge meetings. This should only be done when requested by the Master.

MUSICIAN:

- ❖ The lodge Musician is typically an organist. But, this does not mean that he is always an organist. Local custom may use other means of providing music to the lodge. The Musician's duties include providing music for the ceremonies and rituals of the lodge as dictated by the Standard Work and as requested by the Master. The Musician should be a person of reasonable talent and well rehearsed in the music he presents. Music adds to the beauty of the degrees and the candidates appreciation of them.

THE OPERATING OFFICERS

SECRETARY:

- ❖ No lodge can function properly without a Secretary. The Secretary is one of the two operating officers of the lodge. He is the right hand man of the Master. The Secretary has specific duties as given in the Constitutions of Grand Lodge and lodge By Laws.
- ❖ Some of the Secretary's duties are:
- ❖ Keep a proper record of lodge business
- ❖ Write vouchers to the Treasurer for disbursement of lodge funds, but only after approval by the Master.
- ❖ Make proper and timely returns to Grand Lodge. This includes the name and address of new members of the lodge, number of members, the number of deaths in the past year, and the number of brethren dropped from the rolls by demit or non-payment of dues.
- ❖ Inform the Master of all pending and old lodge business.
- ❖ read petitions for membership and affiliation and make proper record of the action taken on a petition.
- ❖ Keep a record of lodge income and disbursements which will be reconciled with the Treasurer's records yearly.
- ❖ Submit the lodge records to the District Deputy Grand Master, Deputy Grand Master, or Grand Master for his inspection upon request.

TREASURER:

- ❖ The Treasurer, like the Secretary, is necessary for the operation of the lodge. The Treasurer should always be a highly trusted person, since the lodge's funds are in his hands. His duties include:
- ❖ Paying out lodge funds upon receipt, from the Secretary, of a voucher signed by the Master specifying the payee and amount.
- ❖ Keep an account of all lodge income and disbursements,
- ❖ Submit his records to the lodge finance committee, District Deputy Grand Master, Deputy Grand Master, or Grand Master for inspection and audit upon request.
- ❖ If the lodge has a checking account, to balance the account on a regular basis.

THE TRUSTEES:

- ❖ Every lodge should have a group of trustees or a similar body who's function is to be responsible for the invested funds of the lodge, if any, and the property of the lodge. The lodge property includes the jewels, ornaments, tools furniture and memorabilia of the lodge. the Trustees may or may not be responsible for the lodge building, if the lodge owns a building. Lodge building may be controlled by a building committee or similar body.
- ❖ The Trustees should take their office seriously. It is their duty to see that the lodge's possessions are properly maintained and protected. If they control investments, they should seek wise council on the management of the investments.

LODGE HISTORIAN:

- ❖ The main function of a lodge historian is to prepare an annual report of lodge activities. A standard form is available from the Grand Historian or from the Area Historian. It includes much of the information prepared by the Secretary but is more inclusive. The Secretary's record should not be considered a substitute for the Historian's report.
- ❖ A history or histories of the lodge, together with pertinent memorabilia and records, should be under the custody of the historian. He should work closely with the Secretary and trustees to assure that a permanent and accurate record is maintained and preserved.



When Grand Master Henningsen asked the Community Service Committee to prepare a handbook for community service it was decided that to be more definitive in our mission a guide would be more in order. Thus we have proceeded, and have outlined some thirty or more projects that are now working in this State, and we share them with you. You should be directed by them, but not limited to the ones that we have stated.

- First and foremost, planning should be item number one; plan, plan, plan.
- Target your objective. DO NOT try more than you can achieve. If you must handle several projects, do one project at a time, and do it well, rather than end up with one or more weak ones. Know your chairman, and his good points and limitations. Build on the good ones!
- Presentations should be made in your Lodge or Masonic Hall, at a dinner, or a gathering where the honoree will be made to feel that it is truly an honor. Be selective, but do not let gender nor color affect your choice. We are all of one Father. If your Lodge is not up to the standards of cleanliness or decor that warrants the presentation, by all means use the firehouse or ambulance corps facilities, but bring Square and Compasses or your Lodge banner with you for visual identification.
- Remember that Grand Lodge has the DeWitt Clinton Award and the Eagle Scout Award that are yours for the asking, and already have their parameters stated elsewhere.
- Should your plans call for local participation, please contact the officials with time to spare. They, like most of us have a calendar chock full of closed dates. If you allow your plans to fit theirs, the project is off to a good start. Dates selected, committee and chairman in place, and you are off to a great beginning. Follow through. If you don't follow up, you foul up, and we must not let this happen.
- Ideas are just that—ideas. Once implemented, they are Community Service Projects!

Your Committee is ready to serve with help for any and all projects that you undertake, a phone call, or a letter will be answered, and if we do not have the answers, we know where to find them.

We're planning to give you the best Community Service Program in all of Masonry!

Keep New York beautiful: Save our county and state roadway maintenance funds by adopting a highway...The Lodge agrees to clear approximately two miles of selected highway for a two-year period. A sign denoting the name and location of the Lodge is placed at either end of that adopted section.

Clean a Stream: Lodge members assist local conservation groups in providing manpower to clean and restore stream and river banks, take samples for acid rain surveys and other ongoing projects. Pollution whether in the air, water or land is one of many problems threatening man. Pollution is caused by ignorance, apathy or greed, and while education and legislation can combat some of the problems, conservation and restoration are NOW.

Adopt a field: This program will allow Lodges and related youth organizations to assist in sports field maintenance in a continuing program. Not everyone can be a player. This program will give everyone involved a sense of belonging.

Reading-tutor programs for children: Among the most fundamental skills that youngsters need to be successful in life and to share in the American Dream is that of reading and comprehension. In order to fit into the mainstream and be productive, this skill is most important. Join with other community leaders in either Lodge, or District level for a one-on-one program. A partnership in education program is most meaningful when shared with a school or school district. It will provide our members with an unequalled opportunity to contribute to the community and its future, and has a positive impact on employable resources, and role model identification.

Charity Bike-A-Thon: Every year many national societies sponsor fund-raising efforts such as bike-a-thons, marathons, swim meets. These events require an enormous amount of manpower. Join in with your local groups. Set up a table with refreshments along the way. Help with timing, or numbering. Get involved.

Christmas in May: Establish an annual event in your Lodge or District to improve the lives of those less fortunate. A hospice, day care center, geriatric center, or needy relief, you could either provide gifts, food, or just the services that are lacking but for a hammer and a couple of nails. This is an ideal project for a service-orientated fraternity like ours, while it can be run on a long-term basis, the majority of members are required for short-term commitments of their time and talents.

Feed the homeless -- establish or support an established soup kitchen: The homeless lack more than a roof over their heads. The loss of a home carries with it the loss of one's ability to prepare daily meals. The Lodge or District can serve as a significant source of manpower and resource to help feed this frequently neglected, needy segment of our population. If your community already has a support service for the nutritional needs of this populace, then by all means join in, there is always a need for a helping hand.

Join the war on drugs: Together with the support of every citizens group to reduce the level of illegal drug usage in America. The DARE program, already being used extensively throughout this State, is an ideal program for this most important challenge.

Substance Abuse Poster Program: This title is self explanatory. With the gamut of coloring devices available today, and age or class groups, these posters will create disinterest in drugs, and give us a chance for the interaction which is so important today.

Drug-Free School Zone: Sign programs have been effectively developed by many Districts and Lodges throughout the State. For more information on this program, contact the Chairman of the Drug and Alcohol Abuse Prevention Committee.

Collect books for the local library or VA Hospital: Establish a program whereby members, friends, and interested parties would bring new and used books to the Lodges. The books collected could be distributed to local establishments for distribution. Due to financial cutbacks, many library systems do not have funds to purchase books, magazines, and other materials. The libraries could review the books for their needs, and sell off the remaining, using the funds to purchase more books.

Sponsor a Race/Marathon: Our Fraternity recognizes the need within the community to provide for its less fortunate citizens. We could provide the impetus to obtain personnel and financial resources to organize the event.

Sponsor a Little League Sport Team: Organized sports keep our youngsters mentally and physically alert, and provide us, the Masons, with an opportunity to interact with our younger citizens, giving them a role model, and the Lodge a purpose to keep active. The sport does not have to be baseball. It could be any of a myriad of sports, keeping in mind that most team sports need the help that we can provide. The range of activity could vary from day-to-day involvement, to giving a sports award hot dog dinner, pancake breakfast, or just soda pop, and a trophy, but get involved!

Reading for the visually impaired: Start a program for Lodge members to read to the visually impaired for a specified number of hours per week. Visually impaired individuals can usually function pretty well by themselves, but they do need some help. Volunteers can either read directly at home, or could read aloud and tape favorite titles not available by other means.

Learn Cardio Pulmonary Resuscitation (CPR): A large number of deaths can be preventable by learning this technique. Classes could be established in our own buildings, thus serving our Brothers, our communities, and giving the non-Mason a chance to see the inside of a Masonic Hall with no obligation or pressure other than that of seeing the Fraternity at work.

Teacher of the Year: Quality education is essential to the well-being of all communities, and good teachers are essential in order to insure the high standards of our educational system. One or more could be honored at graduation, or at a public ceremony at your own Lodge. Your Lodge, District, or Master and Wardens Association could give awards for creativity, initiative, or exceptional degree of professionalism, or for the teacher excelling with handicapped children.

Honor Professional Service Providers: Quality professional service is essential to the community, and special people are one of the critical factors in ensuring these high standards. Your Lodge could honor these outstanding men and woman who exemplify excellence in their professions. Annual awards could be used to honor individuals or groups who have shown initiative, creativity and an exceptional degree of professionalism. Along with this program, there are many volunteers, and volunteer organizations that could be honored for their outstanding community service by presenting a DeWitt Clinton Award.

Regularly Visit/Assist Shut-ins: Your Lodge/District provides assistance to elderly or handicapped persons so that, in conjunction with other services that are available, they can remain in their homes. Many older people would be able to keep their homes longer if a modicum of help could be provided. People from your church whom you haven't seen for a while might need a ride, a faucet fixed, a light bulb replaced, these seemingly little things turn a house into a home.

Daily Phone Call To Shut-ins, Live-alones or elderly: The Lodge commits to keeping in touch with a number such persons, at a preestablished time each time each day, to see that they are well, and if they do not answer the phone, would send someone to check on their condition.

Patriotic Essay Contests: These contests provide a means to improve the visibility of the Lodge, its appeal to the general public, and are done with very little cost to the Lodge. They motivate our youngsters to research our history, and benefit all involved.

Make Lodge Facilities Available To The Public: This is one of the most important concepts to involve the public and the Lodge together. This community center concept, when properly coordinated, will provide a spring board for casual questions regarding the Fraternity, it will shed a favorable light upon us, and would be one of the first steps towards improving our membership.

Child Identification Program: This program is already ongoing, a great positive response is generated by this program. It is mentioned here as with other current programs lest we forget them.

Collect Eye Glasses: Support the Lion's Club in their effort to provide sight for people who would otherwise be sightless. If there is no Lion's Club in your area, you could start a program of your own, all you need are a couple of boxes in a good location, a sign, and you are on your way to a great program.

Provide Family Tragedy Assistance: Your Lodge/District establishes a program to provide guidance, moral and financial support to families in distress. Fire or natural disasters can devastate a family. Our Fraternity has long been known as a place to which one could turn for relief. Our facilities and finances can go a long way to help a needy family. Food baskets at holiday times are a good start for this long-range program.

First Aid Classes For The Public Our society depends upon all people to make it work, and we have a tradition of volunteering. Open the temples. Have the Red Cross come and use our facilities for their classes. Training fire squads, life saving, first aid, CPR courses and similar programs make the Temple a hub where people will congregate. Simple coffee and doughnuts served after class will create a warm atmosphere.

Support a Marrow Transplant Register: Your Lodge starts a program to provide financial support for the Marrow Transplant Program. We would encourage persons to be tested and consider becoming potential donors. Illness befalls everyone, however a successful marrow match is painless and a relatively simple procedure involving just a blood test. If you are a match, you can resume normal activities the next day and be assured that your body replaces the marrow in about ten days. Twenty-four people die each day for lack of a match. Your program would go a long way toward preventing these occurrences.

Sponsor a Ragamuffin or Halloween Costume Contest: What better way to keep our children off the street, safe, and at the same time, to help them enjoy all of the fun of Halloween? If your Lodge building has a parking lot, a parade is just the thing to apply all of that youthful energy. Simple prizes could be awarded for best costumes by age group or whatever you as a group decide. If it rains, you still have the rooms inside.

Answer Phones for Telethons/Radiothons: As a satellite to the charities and organizations sponsoring these events your Lodge could volunteer as a group, you will be acknowledged on the air.

Sponsor a Job Fair: Regardless of the prevailing economic conditions there is an ever-present need to match job needs with qualified persons seeking the same. The job fair provides the Lodge with an opportunity to be seen as a productive force in society and as an institution that not only attracts the leaders of the community but also provides them with the vehicle to assert that leadership by acting for the good of that same community.

Career Day At the High School: Get as many qualified members of the community in various commercial capacities as possible to go one-on-one with the students who have selected their area of expertise as a possible future for their own employment. Bankers, lawyers, almost every profession and skilled person will take the time to speak to our youngster.

Veterans Hospital Visitation: Masons do not forget their comrades who are now hospitalized. There are guidelines already established for this Masonic program, and it is well established in this State.

Open Lodge Day: Provide a day/night for the general public to visit your Lodge's quarters, and learn about Freemasonry. Your history could be on display, and joining with the concordant bodies when available provides a glittering display. This program also provides an avenue for the inactive Mason to come out and renew friendships.

Perform a Cemetery Survey: This is not a maudlin program. Our ancestors left us many monuments of antiquity in the form of grave markers of their loved ones. These markers are subject to the lapse of time, and the ignorance of irresponsible persons. Rubbings can be easily made of the faintest of markers, and the prose that is inscribed really is indicative of the times that they represent. This makes a good summer outing with the younger set.

Student Citizenship Award Programs: Your Lodge establishes an annual Masonic Award a plaque and \$100 bond to the graduating senior who best exemplifies good citizenship in your community.

10K Race or Fun Run: You conduct a race or a Walk-a-thon to support a local charity, a high school trip or other special event. The event provides an excellent opportunity for major exposure for our Fraternity. It usually requires the cooperation of the local authorities if a track is not available to close off the necessary streets. It provides the fire or rescue squad department an ideal time to show off their ambulances, rescue equipment and uniforms. This event brings out the whole community.

Flag Presentation: Present American Flags to schools, churches, social organizations, seniors, and any and all on behalf of the Lodge. There's a strong possibility that one local organization in your area still has a forty-eight star flag.

Pancake Breakfasts

Dinners, Bar-B-Ques

Dinner Theater Parties

Recycling Days

Bake Sales

Bakeless Sales-Store Bought Cakes

Craft Fairs

Lodge or Ethnic Cookbook

These are but a few of many service programs that are working for our Fraternity all over the country.

The volunteer spirit is alive and well in New York State. It stretches across the entire State from villages to the Big Apple. It is only limited by your own imagination and the spirit you inject into your projects. Your Grand Lodge is committed to the continuation of Community Service, and commends you on your vigor to perform the same.

EPILOGUE

You have read the guide, and now are ready to go forth into the Community Service realm. We would like to help you along with the following:

Define your project, and set parameters.

Will your project involve community leaders? If so, contact them and advise them of your plans. Ask for their help. Many hands make light work, and the right hands really make the planning and the operation smoother. Appoint a Lodge member who has a proven track record of making the right things happen. If you have a Brother who is eager, but not as knowledgeable, appoint him as a co-chair, or vice chairman. The better qualities will rub off, and for your next endeavor you will have two brothers who can run with the ball.

Should you decide for the highway project, contact your local State Police, the Department of Transportation, and your elected officials. Most politicians are eager to help, and will go out of their way to make sure that your undertaking will get off to a great start.

The school projects likewise should be made with the consent and help of the schools involved. The awards would be presented at graduation, at programs observing Flag Day, George Washington's birthday, Pearl Harbor Day, to name a few. Scholarships and essay contests involve the help of a myriad amount of educators. Try to make their job easier by asking if they can use help either with judging, forms, or posters advertising your venture.

The use of your Masonic building or meeting place is strongly suggested, but please go out of your way to insure the greatest of cleanliness. Ask for volunteers for a cleanup if necessary. A coat of paint was in order anyway, now you have great excuse to do it. With all of the cleaning done, you can now invite the community in for an open house, or if you have kitchen facilities, your Lodge can sponsor a pancake breakfast for the scouts, leukemia foundation, or for the family whose house burned.

You have set your parameters and appointed a Chairman and possibly a Co-chairman. They in turn have made their choices for their committee. You have decided where you will have the affair. Your elected leaders, educators, race sponsors, local police, shut-ins, Red Cross, Veteran's Association, et al, have been contacted and consented to help, or accept your help. Your dates have been set. Try to have alternate space available if you plan your event outdoors, and the weather turns inclement. A back-up plan for any of your endeavors is always a good idea. It is like having a spare set of keys for your car; you might not need them, but they are a comfort to have.

Plan, plan, plan. The minutest of details are the ones, if tended to, that will turn the tide.

None of the outlined ventures are difficult, and most have been done before. If you have one that you are doing and it is not listed, please share it with us. If your Lodge Secretary can provide copies of the *Grand Lodge Proceedings* for the past ten years or more, you will find many similar programs that have qualified for the District Deputies' nominations for *Heart and Hands Awards*. Perhaps your program will qualify. We wish you Good Luck!

*Information for this Guide was originally assembled, edited and typeset by
R \ W \ Edward Zamborsky, a member of the Committee on Community Service
and Chairman of the Committee on Youth.*

DARE TO BE DIFFERENT **(Thoughts on increasing Lodge Attendance).**

by

Jordan S. Levitan, P.M., Norfolk Lodge No. 1

(February, 1987 Short Talk Bulletin. Reprinted with permission of the Masonic Service Association of the United States)

Wor. Bro. Levitan was asked by M.S.A. to develop an update of the October 1928 Short Talk Bulletin "Increasing Lodge Attendance." This paper reflects the thinking which made his year as Worshipful Master one of the most successful in the history of Norfolk Lodge No. 1. We thank him for his cooperation in sharing these challenging words of inspiration. At a gathering of Worshipful Masters, inevitably one will ask, "How's your attendance holding up?" It is, for the most part a rhetorical question.

The intent of this paper is to show that substantial increases in attendance are possible provided the Master dares to be different. This does not imply the need to experiment with so called “up-to-date” methodology. On the contrary, it requires stimulating those members we already have as well as those who will be voluntarily attracted into our midst with pure and unimpaired Freemasonry. The sooner we stop blaming poor attendance on the failure of the Craft to modernize, the better.

The last substantial influx of new members into Freemasonry occurred over forty years ago. Since then, many reasons have been suggested for the decrease in attendance.

Members have moved away from the metropolitan area lodges. Once in suburbia they become accustomed to more leisure time, more holidays, and longer vacations. Some turn to service clubs, where the results of their participation may be more apparent. Others find that civic responsibilities take up their evening hours.

Family ties now take precedence over fraternal ties. For some, longer work hours and the pressure of doing business at night are contributing factors.

The majority, however, do not attend simply because they choose not to attend. They are bored to tears with business meetings. Those who are not ritualists find little inspiration sitting on the sidelines listening to the same brethren perform the degree work and give the lectures time after time. Their contentions are real and cannot be brushed aside.

We live in an achievement oriented society that views ambiguous programs with skepticism. Mediocrity no longer suffices. It's time Masonic leaders stopped saying “something should be done” and begin saying “I'm going to do something about it.”

The call to the Master is the same today as it was when candidates petitioned in droves: to create an atmosphere for intellectual and spiritual growth so that the members know from experience they are missing something by not attending lodge.

Merely to suggest programs that others find helpful is only part of the answer. What may work for one lodge may not necessarily work for another. Symbolic Lodge Masonry cries out for an enlightened membership responsive to the Master who carefully lays his designs upon the trestleboard. The approach, therefore, includes preparing the members as well as the Master. There are no shortcuts.

THE CANDIDATE

The Lodge Investigating Committee

The Masonic life of the prospective candidate begins with the Lodge Investigating Committee. A committee that consists of one Past Master, one line officer, and one member at large represents a cross section of the lodge.

The Master who dispatches the committee to the candidate's home with clearly defined directives takes the first step in laying a solid and dependable foundation.

In its visit with the petitioner and his family, the committee should emphasize what Freemasonry is and what it is not. Their discussion should include the following:

1. The purpose of our Ancient Order is to build temples in the hearts of men;
2. The pursuit of excellence is one of Freemasonry's noblest aims;

3. Freemasonry is religious in nature, but it has no creed or theology, and it is not incompatible with one's religious beliefs;

4. Freemasonry has an obligation to the community, but it is not a service club;

5. Freemasonry stands for citizenship of the highest caliber, but it does not engage in political activity;

6. Freemasonry emphasizes one's obligations to assist the needy, but it is not a welfare organization;

7. Freemasonry is not a benevolent society providing insurance benefits; a Mason must make proper provisions for the protection of his family in the event of illness or death.

These and many other points are proper for the Lodge Investigating Committee to discuss with the petitioner and his family. This approach enables the petitioner to gain a better understanding of our principles and purpose, and the lodge can better judge his motives for seeking membership.

Degree Work

Few candidates arrive totally prepared for the ordeal of initiation. Even fewer receive a kindly briefing in the preparation room. Whatever fears the candidate might have should be put to rest at the outset.

Initiation requires a sense of reverence. It should be impressed upon the candidate that he is about to enter a solemn and dignified ceremony. Degrees must then be performed with a like measure of dignity. Anything less raises doubts in the candidate's mind about the worth of the experience.

The best way of assuring that new members return is to not only confer the degrees, but to also make Masons.

Through its appropriate committee, every Grand Lodge determines the procedure for conferring degrees. The symbolic Lodge, however, makes Masons at its own pace. There is a distinction. And we should always remember that a Master Mason cannot be made in three easy lessons. It takes time.

To the average candidate, the philosophical depth of the ritual is overwhelming. He hears a set of references that he has never heard before and phraseology he does not use in daily conversation. We then compound matters by delivering the lectures immediately upon conferring the degrees.

Clearly we have no reason to congratulate ourselves when a candidate rapidly memorizes the catechisms and receives his dues card four weeks after initiation. So, why not slow down the process. Dare to be different.

The Masonic Service Association is an invaluable source for information to complement the degrees. An index of current publications is available for the asking. The candidate who receives good and wholesome instruction at a leisurely, informal pace away from the lodge room is likely to become an enthusiastic member who returns frequently.

There is an old Chinese proverb that if you are planning for one year, plant grain. If you are planning for ten years, plant trees. If you are planning for a hundred years, plant men.

THE WORSHIPFUL MASTER

Knowledge Beyond Ritual

Grand Lodges appoint instructors at all levels to teach Masonic ritual. Few Masters, however, receive training in how to conduct lodge meetings. Little is done to assure that the incoming Master has a grasp of the history, philosophy and symbolism of the Craft. The fundamentals of lodge management and good programming are rarely talked about in detail. For these, lodge officers are left to educate themselves. Many never do. Others start too late.

Prior to setting his designs on the trestleboard, the future Master would do well to spend at least two years becoming a knowledgeable Freemason. This is not to suggest that he must become a Masonic scholar, only that he become familiar with the writings of learned brethren—Joseph Fort Newton, Thomas Sherrod Roy, H.L. Haywood, Albert Mackey, Robert Gould, Roscoe Pound,

Dwight Smith, Alphonse Cerza, Harry Carr, Conrad Hahn, and Carl Claudy among others.

The Grand Lodge library is an excellent source for material, as is the Masonic Service Association. There are, in addition, outstanding Masonic publications in the United States. One is *The Indiana Freemason*, which features articles on contemporary Masonic thought as well as essays by distinguished Masonic writers of the past. Membership in the Correspondence Circle of Quatuor Coronati Lodge No. 2076, London, England, the premier Masonic research lodge in the world, is recommended.

The Master who acquires a background in the history, philosophy, and symbolism of the Craft understands the mission of Freemasonry. Lodge attendance will reflect the extent of his preparation.

Setting the Craft to Work

Setting the Craft to work implies more than initiating, passing, and raising candidates. It implies that the lodge is a dynamic rather than a static entity. The Master should encourage each member to take part in the activity suited to his character or abilities and to make sure there is an activity in which he can participate.

In one particular lodge, a member rarely set foot in the lodge room for almost twenty years. A Past Master remembered that the brother spent his leisure hours interviewing applicants for admission to a major university. The lodge wanted to start a scholarship program for needy and deserving students, so the Past Master asked the brother for assistance. The rest is history. The scholarship program has been a major commitment of the lodge for fifteen years and the brother later served the lodge as Master.

Brethren involved in something they like to do value their membership and return frequently. For those who like to putter around the kitchen, help is always needed on the Refreshment Committee. For those handy with axe, hammer, and saw, there is wood to be chopped or a fence that needs mending at the home of an infirm brother or Masonic widow. The lodge publication requires the assistance of brethren with writing skills. For brethren with experience in fund raising, help is needed on the lodge Charity Fund or Masonic Home appeal.

We cannot expect brethren to return to lodge week after week, month after month, if not given a specific responsibility. With nothing to do, sooner or later they tire of sitting on the brow of the hill and before we know it, stop attending altogether.

Programs

The composition and character of the lodge are determining factors in the selection of programs. Masonry teaches that men of every sect and opinion meet on the level. We aim for common objectives among men with dissimilar backgrounds. The Master who combines programs of Masonic interest with fellowship and establishes a continued line of communication with his lodge will sustain interest and induce attendance.

Most Worshipful Dwight L. Smith, Past Grand Master of Masons in Indiana, in his widely acclaimed essays "Whither Are We Traveling?", suggests that Masonry should be a social, cultural, and intellectual experience. A balance of all three elements is the Master's objective in setting his designs in the trestleboard.

Programs for a typical year might include patriotic observances, Ladies' Night, Past Master's Night, Founder's Day Observance, Youth Night, Father and Son Banquet, lodge picnic, Mother's Day Breakfast, and Masonic plays.

By the time he becomes a Senior Warden, a line officer should have assembled sufficient material to begin looking around for brethren to present papers on selected topics. Masonic book reviews should also be considered.

The distinguished Masonic scholar, Most Worshipful Conrad Hahn, observed ". . . the lack of educational work in the average lodge is the principal reason for the lack of interest and the consequent poor attendance in Masonry over which spokesmen have been wringing their hands for at least a century."

The educational meeting is for enlightenment and fellowship. Lodge business is not discussed. Ample time should be allowed for those present to ask questions and make comments. Meetings of this type usually last one hour and often the discussion continues in the dining room at refreshment. A well balanced program of Masonic education includes films, video tapes, and slide presentations, some of which are available through MSA or the Grand Lodge.

The Meeting

Ask those who at one time regularly attended why they stopped and the most frequent reply is, "The meetings are boring and much too long. If the Master doesn't put me to sleep, the Secretary does."

Not all Masters are comfortable in the role of presiding officer. However, there are steps the Master can take which minimize the anxiety of sitting in the East.

One is to smile from within. A lodge senses devotion and understanding from the Master.

Another is to control the meeting. The Master who looks to the sidelines for a Past Master to tell him every move to make does not have control.

Nor should the meeting come unraveled at the Secretary's desk. Most correspondence read word for word can be summarized, including communications from the Grand Lodge. Usually, whispering good counsel in the Secretary's ear gets the point across without creating an adverse relationship.

Interminable introductions are the downfall of many meetings, particularly when Masonic dignitaries are present. By the time for the main event, the members are worn out from jumping up and down to salute each group the Master paraded to the East.

One innovative Master said, "Enough!" Laying aside the manual of ceremonies, he announced, "*Brethren, tonight we are honored to have as our guest speaker a distinguished Freemason. In addition, we have with us two Past Grand Masters and several Grand Lodge officers. In order that you will have an opportunity to meet our visitors, we will dispense with the usual procedure for presentations and salute you in a manner we trust is worthy of your high office.*"

Instead of appointing committees to present four separate groups of dignitaries in the East with accompanying salutes and responses, the Master introduced at their seats Past Grand Masters, Grand Lodge officers, District Deputy Grand Masters, and Worshipful Masters. Other groups were recognized

at their seats without individual introductions. A forty minute procedure was reduced to ten minutes, and the lodge enjoyed the extra time at refreshment following the meeting. It came as no surprise when the Master received an overwhelming endorsement for the way he handled the introduction.

The festive board is an ideal way to divide a long meeting. When there is an unusual amount of business to come before the lodge in addition to the program, the Master would be well advised to start the meeting one hour early, take care of lodge business, call off for dinner, and return for the program. Those who want to come for the business portion will be present, and no one complains about having to sit through an unnecessarily long meeting.

Some lodges guard against lengthy meetings by convening two stated meetings by each month—the first to conduct lodge business and the second for a program.

CONCLUSION

Good attendance is the natural result of stimulated interest. Stimulated interest is the natural result of preparation, planning and execution.

First, the Candidate must be prepared to receive the benefits of Freemasonry.

Second, the Master must be prepared to execute a year by planning intelligently, communicating effectively, and conducting meetings with dispatch, dignity, and diligence.

Continuity among line officers is required to sustain an increase in attendance. Nothing kills momentum quicker than the failure to follow an up-tempo year with another up-tempo year. Regenerated enthusiasm becomes contagious. Word spreads about the enjoyment of returning to lodge. Increased attendance feeds on itself. And Freemasonry's light burns brighter because the Master dared to be different.

YOUR TRESTLEBOARD "CARRIER OR BARRIER"

(A Do-It-Yourself Guide to Building a Better Trestleboard)*
by Worshipful Brother Bernard M. Stelman P.M., Level Lodge #137, Hartford, Conn.

(November 1980 Short Talk Bulletin. Reprinted with permission of the
Masonic Service Association of the United States)

***Note: In some Jurisdictions Trestleboards are called "Meeting Notices," "Summons," "Calendars," or "Designs."**

This Short Talk Bulletin was prepared by Wor. Bro. Stelman from a paper he presented to the Northeast Conference on Masonic Education and Libraries. Any lodge officer involved in the preparation of the Lodge Meeting Notice or Trestleboard will be able to glean a fresh outlook on what some refer to as a chore. We thank Brother Stelman for providing this CHALLENGE

The gavel sounds and the lodge is closed. The Master again watches as the few faithful Brothers prepare to leave. He realizes that he can no longer evade the obvious question: "To how many members of this lodge is the Trestleboard our only contact?" Ten percent? Twenty percent? Is it possible that seventy or eighty percent? For many lodges, the latter is now the case. As we delve into the area of cause and effect, we find that — if only once a quarter you, as the Master, approach your Trestleboard with the attitude of "Well, it's time to get it out of the way," you stand a good chance of having turned off the vast majority of your members in not sharing your best effort with them.

If you cannot convince yourself of the importance of a Trestleboard, then convince yourself of this: "I am the Master of my lodge just once and the Trestleboard will greatly determine how I will be remembered." Did I hear you whisper? — "But that's the way we always did it." — or "If I give any more time to Masonry my wife will kill me — or worse!" At this point in your Masonic career your mind should still be receptive to a few suggestions. Not as criticism, but as a sincere offer of help that could guarantee a tremendous upswing in any officer's Masonic image.

First, let us agree that there is no short cut to good Masonic work, including publishing a Trestleboard, that reflects your sincere effort and brings pride to your lodge and ultimately to you. A short cut — no! A proven path — yes! We are living in a period when the attendance of most fraternal, civic and other organizations has tapered off, for what appears to be valid reasons to our members, and *this brings us to the heart of our subject.*

By reaching out with a meaningful, stimulating and informative Trestleboard, you are taking the lodge to your members and that means *One Hundred Percent* of them. What could be more constructive for the good of our entire lodge? Sure, have a picnic? A dance? A special program? These are all important.

The undeniable fact remains that a *good* Trestleboard may well be a remedy for the apathy that could be making the Master's tenure seem all up hill. The purpose of this *Short Talk Bulletin* is to share some proven ideas and a formula in detail, that will be of interest to all of your members and their families and not only to the Brothers who attend lodge.

After all, why should a Brother who rarely attends lodge even look at a Trestleboard if it only lists officers, Past Masters and meeting dates? How carefully do you look at mail that is a schedule of events that you really have no intention of attending? Out it goes with the junk mail, probably unopened.

To benefit fully from the following, it is suggested that you accept two basic premises: *ONE* — you must believe that the ability of a lodge to amply shed Masonic light without the aid of a first-rate Trestleboard can easily be compared to a candle without a wick. *TWO* — as we proceed please do not cloud your mind with thoughts like — finding time, your own lack of experience, the cost to the lodge, etc. For now, concern yourself only with the format. It will be something like a coloring book; the lines are there, only the color must be added. If you have not been displaying your lodge's Trestleboard with the pride it deserves, you may be simply missing a few colors to complete the picture.

Let's start by only listing the ingredients, or format. The explanation of each page of the Trestleboard will follow in more detail. 1) Cost; 2) frequency; 3) envelope; 4) cover page; 5) Master's message; 6) monthly feature; 7) condolences to . . . ; 8) Get Well Wishes to . . . ; 9) Congratulations to . . . ; 10) Greetings to all from . . . ; 11) Good Luck to . . . ; 12) Special Thanks to . . . ; 13) Masonic memento; 14) Calendar of Events; 15) Officers; 16) Committees; 17) Past Masters.

NOW — THE NUTS AND BOLTS!

1. *COST*— When you refer to the Trestleboard, the word is never *cost* but rather *investment*. The fact that your lodge may feel that it cannot afford to publish a meaningful, informative and complete Trestleboard could be the most important reason for your lodge to make such an investment; an investment necessary for its very survival. Economizing on your Trestleboard is like NASA building a stairway to the stars and then economizing on the life support system.

You can, however, economize in several areas. Even a lodge whose mailing list is less than 200 can take advantage of bulk mailing rates. If you are now mailing 150 pieces of mail at the first class rate* of 15¢ each, your cost of postage totals \$22.50. You can reduce this postage expense to \$7.00 by increasing your mailing list to the bulk rate* minimum of 200 pieces which can now be mailed at the reduced rate of 3.5 cents each. These additional Trestleboards could be mailed to other lodges in your district, local newspapers, men's clubs, church groups and regular visitors to your lodge, etc. Let other groups know the good things you are doing. To utilize bulk class rates, the lodge will have to apply for a non-profit qualification. The cost will include an annual fee* of \$40.00 and a one time cost* of \$30.00 for your "Permit Imprint." Your local Postmaster will handle the details for you.

You can further economize by using recycled paper or by seeing your local vocational school printing teacher who may be looking for a class project. A printing teacher will probably be more inclined to provide you with more technical information on layout, inserting, photos, etc., than a commercial printing house. A printing teacher might (if you ask very nicely) lay out a camera ready flyer or special page for your Trestleboard as a class project. This can save the lodge money at printing time. The more you can learn about printing, the more professional your Trestleboard will look. Some of the fancy work in printing does not really cost more; the printing trade seems to print what you give them without making suggestions. Get quotes on all printing and materials — *the lowest price is not always the best deal.*

**Note: Subject to change.*

2. *FREQUENCY* — If you had your choice (and all Masons do) would you be more inclined to visit a lodge from which you received a fresh, newsy current Trestleboard EVERY MONTH?—Or would you visit a lodge that, once every quarter, sent you that stereotyped listing of officers, Past Masters, meeting dates and a few words from the Master thanking you for having him in office and hoping you have a nice Summer, Fall, Winter and Spring? *Question* — Does the average Brother take his family to a movie that was last advertised three months ago?

3. *ENVELOPE* — An envelope upgrades any mailing. It carries the address, return address and Permit Imprint, which saves half a page of your Trestleboard for something more productive.

The front or rear of your envelope can also be used to promote some event that might need an immediate response or special attention. When you upgrade your Trestleboard, you naturally want it to be opened by the Brothers who have *NOT* been attending lodge. So, don't be afraid to say something loud and clear on the envelope that will make them open it.

4. *COVER* — An ideal size for a very workable Trestleboard is 8½" x 11" folded in half with one 5½" x 8½" page inside and mailed in a 6" x 9" envelope. This will give you a cover plus five pages (now stop thinking about the work involved and think only of the cover). The cover is done only once and remains the same for every issue. It usually contains the lodge name and number (if you have one), full address (plus P.O. Box if you use one), telephone number, meeting nights, charter date and some kind of ornamental Masonic design which might be your lodge's logo. There are companies that produce pre-printed four-color Trestleboard covers.

5. *THE MASTER'S MESSAGE* — The Master's message should be positive and have an up-tempo, not a message of bewilderment or discouragement. We see too many Masters beg for support in their messages. Support must be earned in the progression through the chairs, especially in the office of Master. The Trestleboard is not the place to put out a plea for support. If the Master can only think of a few words of substance to say, then share this page with another officer who can always use the exposure.

6. *MONTHLY FEATURE* — The monthly feature can be philosophical or anything of a general Masonic interest. This is a good page to insert one or two photos to give the story visual impact. It will give the whole Trestleboard a new luster. "What — we haven't had a photo in our Trestleboard in one hundred years!" Well, are you lucky, you can be the first! You just hand the printer the photo, tell him where you want it and that's all there is to it. The printer might charge you a couple of dollars for a setup but it's worth it. This page can be borrowed from another publication if you must. The key here is *LOOK AT IT — LIKE IT — OR DON'T PRINT IT*. Get an opinion or two (not too many) on your ideas. You should be cataloging ideas from the day you become an officer. One very fruitful idea for this page is to develop a questionnaire that will encourage your membership to participate. (For complete details, see *The Short Talk Bulletin*, "What's Your Line", June, 1980, Vol. 58, No. 6.) This page is usually the first read by the membership and their families. In many cases, this page is the only reason the Trestleboard gets opened. The material for this page can be delegated to, or accumulated by your sick and visitation, good cheer, visitation and welfare, sick and shut-in or similar committees. Much of the information for this page is taken directly from the local papers. Delegate the paper-watching to some of the older Brothers who will recognize many more names than a young officer. Also, supply those Brothers with a copy of the lodge Roster for verification. Once this page is established as a regular feature, much of the information will come directly from the membership.

7. *CONDOLENCES TO* — (*Examples*) Brother William _____ on the loss of his wife, Betty; Right Worshipful Brother Fred L. _____ on the loss of his mother; Brother Seymour _____ on the loss of his Uncle, Brother Paul _____

8. *GET WELL WISHES TO* — Mrs. Morris S. _____, Dottie; Right Worshipful Brother Allan _____; Brother Ray _____'s father, Arnold. (This does not replace mailing cards or personal visits.)

9. *CONGRATULATIONS TO* — Worshipful Brother Milt and Sarah on their 55th wedding anniversary; Brother Don _____ and Karen on their engagement; Brother Harry and Ann on the birth of their new grandchild, Mickey. This category is unlimited — awards, promotions, confirmations, bar mitzvahs, election to office, new home, retirement, child's graduation, being raised to a Master Mason, etc.

10. *GREETINGS TO ALL FROM* — Here is listed the name and full address of any Brother in a Masonic Home, convalescent home, V.A. Hospital, Brother transferred from the area, etc., who asked to be remembered to the Brethren.

11. *GOOD LUCK TO* — Brother moving away, job relocation, etc.

12. *SPECIAL THANKS TO* — Special effort for the lodge by Brother or wife, visiting Degree Team, guest speaker, etc. If your committees do the conscientious job that this section requires, a lodge of 500 to 700 members should average 20 to 60 names a month. For this, the most important page of your Trestleboard, don't be afraid to include members from other lodges known to your lodge, Grand Lodge, etc. The more names, the smaller the print. Do not judge their importance. Don't leave any out.

13. *MASONIC MEMENTO* — (A one-line Masonic quip) (Example)—"Masonry—No Deposit — No Return."

14. *CALENDAR OF EVENTS* — This is where some selling is done. The events are not merely listed but written in a way that makes the Mason feel privileged and the other guy feel like he is missing something.

Would this notice lure you to lodge on a warm June evening? "Monday, June 20, E.A. Degree 7:15 p.m." *OR WOULD THIS NOTICE BE MORE LIKELY TO SUCCEED?* "Monday, June 20, 1980, Masonic Temple, 357 Main Street. 7:15 Stated Communication

Entered Apprentice Degree. Brother Michael in the East for the first time. Worshipful Brother Morris with his moving presentation of the Apron. Brother Edwin, present Working Tools, a new voice in the quarry. Worshipful Brother Mark _____, E.A. Charge, a triumph in oratory. Summer refreshments, plus- "Make Your Own Ice Cream Sundae." EASY PARKING AROUND THE CORNER.

A lot of work went into the program, so why not sell the act! Promote not only the program held at your lodge but also the functions being held around the area that your members would like to attend had they known about them. Of course, you would feature your own programs in **BOLD TYPE**, border or light screening.

Your last page is printed once for the whole year because it is on the same side as your cover when your 8½" x 11" paper is laid out.

15. *OFFICERS* — Why skimp now — give complete name, station, home address and phone number of every officer. Make it easy for them to be contacted. The NAME and PHONE NUMBER can be in bold type.

16. *COMMITTEES* — List all committee members and phone numbers.

17. *PAST MASTERS* — It is normally the custom to list all Past Masters, living and deceased* (mark with an *), including the year they were Master. This list in older lodges has become very lengthy and it is a good idea to limit the space allocated for this purpose. As the list increases over the years, decrease the size of the print.

If you are still "keeping an open mind" are you ready for this idea? The information on "Officers, etc.", can easily be eliminated from every other Trestleboard. This valuable space can be put to much more beneficial use for good Masonic messages of fellowship and brotherhood, or can be used as a billboard to promote some special program.

Let us now consider some final food for thought that we will call—

"TRESTLEBOARD TID-BITS"

1. Our Trestleboard was here before I was and it will be here when I step down. Therefore, I will be publishing my lodge's Trestleboard, *not* my trestle.

2) The size of the Trestleboard will not limit my ideas. My ideas will determine the size of the Trestleboard.

3) I should not try to be a one-man band but rather share the load.

4) I will get the Trestleboard mailed in plenty of time. I will also get to know the folks who do our mailing. How many notices have you received that promoted programs that were held yesterday? What a sorry waste of energy and talent.

5) I will write about others — not about ME.

6) If I have not much to say, I will not be afraid to ask other members for an article.

7) When we have a special program or family night followed by refreshments, I will describe the program as well as the refreshments. I will make

them both sound appetizing. We are all looking for a low cost evening out these days.

8) I will use the largest type possible so our older Brothers can read it. I will try not to write too much in a single issue. I will keep our Trestleboard easy and quick to read.

9) I will be realistic in describing our programs. I won't over-sell. I want our members and visitors to return again.

10) I won't guess at name spelling; I will find out the correct spelling.

11) I will constantly remind our members "THAT YOU NEVER HAVE TO WORK YOUR WAY INTO YOUR OWN LODGE." How many times have you encountered a Brother who has not visited his lodge in many years or one who has not returned since he was raised, who quietly remarked, "I would like to visit my lodge, but I would never be able to work my way in."

12) What I write will be down to earth and easily understood. I will be on the level.

13) I will write the best I can and leave the heavy philosophizing to the Masonic scholars, even if I think I am one. I will just be myself.

14) Names of members are quick attention getters. I will also write about people our members know and only things to which they can easily relate.

15) On special programs where visitors are expected to attend, I will give simple directions how to get to our lodge, where to park- and where *nor to* park; perhaps some favorite short cuts.

16) I will try very hard to publish a *monthly* Trestleboard; after all, challenge is another name for Masonry.

17) Our Trestleboard will be large enough to be posted on our members' refrigerator door constantly spreading Masonic light to our members, family and friends.

18) I might not have time to develop the Trestleboard of my dreams during my years as Master, but I can sure get it started. I will make available to our other officers any and all ideas so the continuity will not be broken.

19) I will economize on every other operation of the lodge if I must, except our Trestleboard. I would not want to restrict the *main* artery to our *entire* membership.

Consider what you have read merely an outline — Don't let it limit you.

THE LEARNING AND DELIVERY OF RITUAL

(October, 1962 Short Talk Bulletin. Reprinted with permission of the Masonic Service Association of the United States)

This *Short Talk Bulletin* is a paper presented last year before The Masters' and Past Masters' Lodge No. 130 (research) in Christchurch New Zealand, by V.:W.:Brother A. R. Chambers, Past Grand Lecturer of the Grand Lodge of New Zealand, and editor of *The Transactions* of the Lodge who graciously consented to its publication as a *Short Talk Bulletin* for the benefit of his American brethren.

From the date of my entry into the Craft I have had a great respect for a voluntary institution such as ours, which can call forth the amazing aggregate of effort which is put into learning the many lengthy and in some cases quite involved charges in the ritual. With more experience in the Craft I came to understand the appeal and demand it makes on its members. Above everything else, I have a real admiration for the Brethren who have mastered the ritual at a period in their lives when they might justifiably have considered all such learning was behind them. I know well what it has cost some of them in time and sheer hard work. We can all think of Brethren who have come back to such effort many years after they might normally and quite reasonably have regarded such activities as finished with. Some have done literally nothing of the nature of memorizing since their school days or early youth. As one who has never been away from that sort of thing since early childhood, I think I can appreciate what it has cost those Brethren. Once a person's mind has become set and attuned to his way of life, it is far from easy to switch to something new, and those who do come back to the memorizing and delivery of ritual are worthy of high praise.

We know that a proper understanding of the Craft can come only from a knowledge of our ritual. We know also that no one can be a complete success as an officer and correctly interpret our ritual through his delivery of it unless he learns that ritual thoroughly. We know further that a knowledge of the ritual will add immeasurably to one's enjoyment of a meeting even when others are doing the work.

Because of my liking for ritual work well done, and, I suppose, of my vocation in life, I have always been interested in its presentation in Lodge. It may be for the same reasons that I have not infrequently been approached by Brethren with regard to their difficulties of learning and delivery. It therefore seemed useful to me to put together into one paper ideas and hints I have given in part to various Brethren.

LEARNING: Before a Brother can deliver ritual in Lodge he has first of all to learn it. This, of course, is axiomatic, but this is what most of us find hardest to do. Some fortunate people are gifted with photographic memories and one or two readings of a charge suffice to enable it to be repeated with little trouble. Others have to work harder to memorize, but have very retentive memories and are able to recall material committed to memory many years previously. Very often, but not always, these are the ones who have to strive hardest to learn. The main point with which I am concerned here is that anyone of normal intellectual ability can memorize if he *sets his mind to it*, and I would suggest that it is a useful personal discipline. There is no easy road for most of us, but only determined effort will bring the desired result. However, the following suggestions have proved of assistance and I offer them for what they are worth:

(1) **CONCENTRATE:** Some people have the ability to concentrate on a task despite all sorts of extraneous noises and other distractions. Most of us cannot put our minds to real effort if there is conversation or music in a room. Others find a background of minor noise no great deterrent to learning. It appears that the majority of people, especially when beginning a study, need peace and quiet. Each will soon discover his own needs in that respect. It is necessary to keep the matter in hand in the focus of one's consciousness. Any other thoughts which endeavor to thrust themselves forward must be forced to the outer margin and the mind kept firmly on the task one is endeavoring to perform. This matter of concentration is personal to each of us and some have less difficulty than do others.

(2) READ: Read the whole of a charge through and through. Do not attempt to dispense with the book too soon. This appears to be a common source of trouble and difficulty. It is no aid to the memory to strain it by trying to recall material not sufficiently known, but rather like going into a big football match inadequately trained. (I shall return to this point of frequent reference to the book for another reason.) Repeated readings will enable you to get a picture of the whole charge in your mind and develop a sense of sequence and continuity which is very important. What at first seems involved and difficult will miraculously resolve itself into something familiar and smooth-running.

(3) LEARN CAREFULLY AND EXACTLY: Too often we hear a Brother spoil his work by a lack of exactness which can, even to a slight degree, alter the meaning intended. Care and concentration in the early stages will lead to good results.

(4) MEMORIZING: Although a whole charge should be read and reread at the beginning, most of us will divide it into sections when memorizing. In spite of this, go back to the beginning regularly to insure that continuity and exactness are being maintained. It must be emphasized that this continual returning to the beginning and reading the whole charge is important. When you have done this and are reaching the limit of what you know from memory, then use your book and go on to the end of the charge. This keeps the overall picture in your mind, and will help materially in learning the remainder of the charge. It is most inadvisable to attempt to learn in isolated blocks.

(5) REFERENCE TO RITUAL: When you are trying to say a passage from memory and find yourself stuck, do not hesitate to refer to the ritual at once. In this way the probable perpetuation of error due to an attempt at guessing is avoided. Again let me stress the need for exactness of learning which will be maintained by this use of the book.

When you are fairly sure you know a charge, it is wise to read it through before you try to repeat it. The human mind is prone to error and little mistakes easily creep in. Do not hesitate to do this even though you are confident you can manage without.

(6) TAKE TIME: It is most unwise; in fact, it is not an economical procedure to attempt to learn a long charge in one sitting. It is a proven fact that when we are at rest our sub-conscious minds are still at work and should be given an opportunity to consolidate what has been learned. The fatigue factor must be considered also. It is best to start work on a piece of memorizing far enough ahead to allow adequate rest periods and complete changes of occupation. The importance of this procedure cannot be over-stressed. It is a fact that material learned over a period is actually learned more easily and is retained more thoroughly. It is also true that frequent revision is part of the learning process and should not be neglected.

(7) Memorizing is an individual process and can be successfully achieved only by real individual effort. While we can be reasonably certain that we have mastered something, we cannot be certain until we have said it aloud. In this connection, the use of a tape recorder by those who have one available can be thoroughly recommended. When we listen to our own voices coming back to us and follow with the book open, we can pick up all the little errors and lack of exactness which otherwise can be easily overlooked. This instrument can be of immense assistance in another direction of which I shall say more.

It is realized that this is all very indefinite, but I do know that if an attempt is made to work on lines similar to those indicated, some progress will be made.

DELIVERY: Having mastered the text of a charge, the next point we have to consider is its delivery in Lodge. There are two major things to consider here — the manner of the speaker when delivering the charge, and the effect on his hearers. It will probably be best to discuss this from the "delivery angle", because there is no doubt that if ritual is well spoken, the candidate and others present will give it full attention. The suggestions I wish to make will, I believe, assist in achieving this object. They are in no particular order but their value has been amply demonstrated in Lodge and elsewhere.

PHYSICAL:

A. **POSTURE.** Stand easily, naturally and comfortably. Do not slouch but avoid making yourself into a ramrod. Have your feet in a position dictated by ease, with the body balanced on them evenly.

B. **HANDS.** It does not make for ease nor for a natural dignity to put your hands behind you. Rather have them loosely and naturally at the sides or lightly clasped in front, certainly not one in the pocket.

C. **EYES.** *Look the candidate in the face.* Let him be thoroughly aware that it is he who is being addressed. Do not look at his feet, nor at a point over his shoulder, nor somewhere on the wall behind him. This is not always easy to do but should be insisted upon. Not only the candidate, but others present also, will find the delivery much more worthwhile if that is done.

D. Show the candidate that you yourself appreciate to the full beauty of the charge you are giving and the lessons it is intended to convey.

E. **VOICE.** It is important to remember that although you are speaking to the candidate, you should be clearly audible to all in the room. This is achieved by *speaking out* and not by something akin to shouting. Open the mouth and speak out not up. Use the front of the mouth and the palate will project the voice forward giving you a high standard of audibility. If the mouth is not opened, the voice is produced right at the back. You cannot use your lips, teeth or tongue properly, and the escape of the voice is impeded with resultant lack of clarity, tone, resonance and "carry".

In general, keep the voice at conversational pitch. You will be quite audible if you open your mouth and speak out. Be aware all the time of the necessity of being heard. Make conscious and active effort and you will soon obtain the desired result quite naturally.

SPEECH: Good or bad speech in normal human beings is largely a matter of habit and, in one's early days, of imitation. Correctness can be cultivated without speech becoming over-formal, artificial or elocutionary. I do not propose to discuss the correction of errors of speech and such matters. There are any amount of books from which assistance can be obtained and teachers who can put one right. However, it may be well to draw attention to common mutilation of vowel sounds, development of nasality and of a twang. Unless there is some physical defect, most of such faults are corrected by thought and opening the mouth.

I do think it is within the scope of this paper to warn against allowing the delivery of ritual to develop into an elocutionary performance. Nothing is better than clear correct speech, but do not exaggerate to a painful degree of artificiality. Similarly, avoid developing (or maintaining) a monotone or singsong voice.

There is one point to bear in mind which will materially assist in obtaining the desired effect from any spoken passage: the end of a word, phrase or sentence is as important as, sometimes more important than, the beginning. In words, attention to this detail assists in projecting the voice out. In any case, there is a suggestion of slovenliness in not finishing off a word correctly. In phrases or sentences, attention to the ending will help in conveying the meaning. Definite sounding of final consonants gives clear enunciation and gives "carry" to the voice. I mention this as I have noticed it to be a by no means uncommon fault.

DIFFICULTIES WITH PARTICULAR WORDS: Many Brethren for varying reasons have difficulty with particular words. They may not be aware of their difficulty and can often be quite surprised when their errors are pointed out to them. With these words a good deal of drill and practice after correct demonstration will usually effect a cure. The words should be broken up into syllables and loosely examined, the difficult part being marked in some way — by being printed larger or in a

different color. The whole word should then be carefully and deliberately pronounced. As confidence comes, speed up until the word is being spoken naturally and correctly. Again, briefly, examine the word, syllabify it, open the mouth, use the tongue and lips. This gives good articulation. It is a good idea to make a list of the words which give you difficulty and require your special attention. Make yourself thoroughly familiar with them, concentrating on their pronunciation and enunciation. In making this suggestion, I should say that my aim is the achievement of clear, careful and accurate delivery of ordinary speech—not exaggerated, not slovenly, not elocutionary.

BREATH CONTROL: Breath control is important in order that the charge can be well phrased. Do this according to sense by insuring that words are grouped in keeping with the intention of the whole passage. This can be done without making phrases too long. Do not pause before unimportant words. Pause to give balance and rhythm to what you are saying. Pause for emphasis, but be sure you are emphasizing the right word or group of words. Pause to let an idea sink in.

VOICE: Normally, when a charge is being given, the voice should be kept round about ordinary conversational pitch, that is, at about the middle of the range. This insures a good medium tone which can be listened to without strain and also makes possible upward or downward modulation as required by the immediate passage being spoken — its emotional content, etc. Keep the voice on a fairly even keel, and use pitch only to assist you to "put over" the desired effect.

STRESS: Many Brethren appear to find difficulty with stress when delivering charges. The following rules are safe to follow:

(1) Do not make a practice of stressing a lot of words. If you "speak in exclamations", so to speak, effectiveness is lost — nothing will stand out.

(2) Be sure to stress only important words or phrases.

(3) Be sure to stress the correct word or phrase. A meaning can be completely altered through wrong stress.

(4) The correct syllable to stress is ascertained from common usage. Any good dictionary indicates this. Remember that stress within a word is often altered according to the meaning.

EMPHASIS: Stress is only one way of obtaining emphasis. As it is the easiest, it is probably the commonest. Other methods which will be found of value in the delivery of ritual are:

(1) **Change of pace.** This can be very effective. We all know how a sudden speeding up or a change to a slow measured speech can bring back flagging attention.

(2) **Change of pitch.** This also, when appropriately used in a charge, is valuable.

(3) Similarly, **change of volume** for a short period will often give the desired effect.

CONCLUSION: To sum up what I have tried to put before you, I would suggest that attention to the following matters will be beneficial to all ritual work:

(1) Know your ritual. With knowledge comes understanding—with understanding comes expressiveness.

(2) Be exact.

(3) Open the mouth.

(4) Don't hurry.

(5) Be natural.

If these points are borne in mind by anyone desirous of improving his delivery of ritual, I know that the results cannot be other than beneficial. The Craft and its ritual are worthy of the best we can give and I offer these suggestions in the hope that they may be helpful to those Brethren who wish to improve in this direction.

I have to a degree been concerned, perhaps unduly, with the mechanical aspects of ritual. I have not at any time forgotten, however, that "the word killeth, the spirit maketh alive"; but I do affirm that attention to the learning and delivery of our ritual will result in its spirit being impressed on our candidates in the most telling manner.

OUTLINE FOR A SHORT TALK

1. Introduction

- A. Learning the ritual is not easy
- B. Good ritual work is important

II. Learning the Ritual: Memorization

- A. Proper study habits
- B. Importance of reading carefully
- C. Exactness in memorization
- D. Techniques of memorization
- E. Aids to memorization
 - 1. Using monitor
 - 2. Re-reading
- F. Clinching the process
 - 1. Go slowly
 - 2. Practice *aloud*

III. Delivery

- A. Physical techniques
 - 1. Posture
 - 2. Hands
 - 3. Eyes
 - 4. Awareness
 - 5. Voice
- B. Speech
 - 1. Use standard pronunciation
 - 2. Enunciate carefully
 - 3. Practice difficult words
 - 4. Breathing
 - 5. Voice
 - 6. Stress (emphasis)

IV. Conclusion

- A. Review five essentials
- B. Purpose of good work

SELECTING A LINE OFFICER

by Charles S. Anthony
Past Master, Paul Revere Lodge #321
St. Louis Park, Minnesota

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These remarks will follow the established pattern of What? How? Who? and Why? It is impractical and unreasonable to expect that anyone can make a justifiable appointment in the line without first considering and satisfying these questions. We must all agree that capable appointments are one of the basic responsibilities accepted by Lodge Masters.

Let us first consider *What?*

The charges and responsibilities contained in the installation ceremony for each line officer and those responsibilities specifically defined by stations and places in the ritual of the several degrees are the foundation of our analysis of **what** each officer must do. Yet, brethren, these in themselves are completely inadequate to describe the responsibilities - or the what? - of the officers today. These must be expanded and detailed to include all responsibilities in keeping with the lodge practice and organization.

Officer responsibilities can be conveniently classified in three groups: Ritual, Fraternal, Administrative.

Ritual - Specific responsibilities - including the Lectures, Schools of Instruction - attendance, participation, Degree rehearsals.

Fraternal - Welfare and Relief, Charity, Masonic Home, Funeral Services.

Administrative - Petition Investigation, Cost Control, Committees - Program & Social, Grand Lodge, Planning and Organizing. Each of you can add many more activities in each group in which your line officer must take either the lead or an active part. Brethren, the **What** must be answered by a complete and detailed organization of responsibilities for each officer equal to the level of his office!

We must know **What?** before we can be sure. The Master-elect would do the Lodge a grave injustice in making a line appointment without a specific organization plan of responsibilities and, even more so, would do a greater injustice to the man of his choice in not laying before him complete details of the load he will assume if he accepts the appointment. The uninformed man will accept because of the honor associated with the title of Master; the informed man will accept because of the challenge of the responsibilities and a real desire to serve the Lodge.

Now, the **How?** of evaluating for an appointment. The element of evaluation suggested here are based upon the assumption that the appointed officer will eventually be elected as Master of his Lodge and must be considered in that light. They are - Acceptability, Leadership, Organization and Planning, Responsibility, and Judgment as related to people.

Acceptability is defined as: The ability to get along with others and maintain their respect and confidence. This is the ability to establish a constructive contact with people and to elicit a ready response and desire to cooperate. The quality of making people feel that he is always thinking, speaking and acting in their best interests. The quality which results in the inclination on the part of others to want him included in any plans, activities, opinions, etc.

Leadership is defined as: Inspiring others to a greater unity of purpose. Leadership is the ability to inspire teamwork, with a high degree of morale, and direct it toward an objective. The ability to get others to do, willingly, what is to be done. Leadership evidences itself in many ways; by the frequency with which the leader originates or facilitates new ideas and practices, by the degree he encourages a pleasant group atmosphere, reduces conflicts between members, by the limited amount of domination in restricting the behavior of the individuals or the group in action, decision-making or expression of opinion and by his recognition and representation of the group.

Organization and Planning is defined as: The ability to arrange for the accomplishment of a project or program in an orderly and efficient manner. The ability to properly delegate responsibility. This also requires the proper selection and development of people who will assume the responsibilities delegated. The planning portion of this element involves the ability to look ahead and foresee the requirements of his responsibilities.

Responsibility is defined as: The willingness to assume and conscientiously discharge the obligations of an officer. It requires that an individual have a realistic appreciation of his obligations; it considers the manner in which he assumes and carries out these obligations.

Judgment as related to people: This is the ability to accurately evaluate the performance of others. The ability to select the right people when delegating authority and responsibility to make maximum use of their talents, qualifications, and abilities.

We can anticipate your question on these suggested elements because each implies **proof through performance**. Your question - How do we

evaluate a new man for the line by these elements with the limited knowledge of the man being considered? It has been standard practice for the Master-elect to make public the appointment to the line prior to his installation which is the only practical thing to do. Technically, he announces his new appointment after he has been installed as Master. Neither of these in themselves are satisfactory in a dynamic and organized line of officers. Certainly the elected line officers should be aware of the new choice as soon as the Senior Warden's decision is made and, just as important, all line officers should have some input on all candidates being considered even though it is not their decision.

The answer to your question will be the consideration of the third fact - **Who?**, and we offer another question for your consideration: As Master-elect, what appointment is your first and certainly your most critical to make? Obviously, it is the SD.! From there you must progress downward according to rank until one officer's place is not filled. Granted, that selection of one of the Craft to the lowest place in line by the elements of evaluation suggested would be difficult but not impossible. The other appointments must be made **in order of rank** according to these elements or equivalent standards and only after a complete and thorough evaluation.

Let's take a look at the last factor - **How?**

The progression of appointed officers through the several places is not usually required in the Grand Lodge Constitution or Regulations or any Lodge By-Law. It has been established through practice, and precedent is more difficult to change than written regulations. Let's face one fact squarely: In this progression system the most important offices are filled by appointments previously made by Masters who are now years removed from active line work. We have all experienced or witnessed the results of a poor choice progressing through the line. These remarks have been directed toward a suggested method to implement this progression system and eliminate the problems, headaches, and worries that are a natural result of selecting a man for the line.

This can be simply done by adding two very important factors to the responsibilities of the elected officers. They are Training and Appraisal. We have yet to see any definite plan or program that provides for specific instruction and training of the appointed officers; even more disappointing is the absence of any appraisal plan to measure performance.

The training program should be as specific as our present educational system, tailored to fit the progression and experience level of each officer. If we will recognize that we can only "learn by doing" our program will be developed on the precept of "guided experience. "

Training program should include:

1. Ritual - Delivery, expression, meaning, etc., not only accuracy (Attendance at Schools of Instruction)
2. Lodge By-Laws
3. Grand Lodge Constitution, Regulations, etc.
4. Investigating Petitions- How? Purpose of question?
5. Committee Activities
6. Secretary's job - Reports, forms.
7. Treasurer's job - Investments, controls, etc.
8. Conferences
9. Visitations - other Lodges; Masonic functions, lectures
10. Instructive reading - Masonic books, periodicals, papers
11. Attendance at Grand Lodge annual Communication and Area conferences

There are many others that should be added to this list in keeping with the individual Lodge practice.

Finally, we come to the most important phase of officer development - Performance Appraisal. We are not speaking of the general run-of-the-mill corrections or suggestions that are offered when necessary and are most often received with resentment. A true appraisal requires a complete evaluation of the performance of pre-assigned tasks in accordance with the responsibilities laid down in the organizational plan. Even this will not be adequate unless the results are discussed completely and open-mindedly with the officer being appraised.

The appraisal should include:

1. The elements previously discussed
2. Soundness of decisions - Judgment
3. Constructive ideas
4. Is he self-starting?
5. Mental Alertness
6. Attitude- Interest - Participation
7. Personality - Disposition, Tact, Appearance, etc.
8. Overall proficiency

From a frank and complete discussion of the appraisal the appraiser will be able to determine the training or experience required by the officer and can set his program accordingly. The appraised will recognize and appreciate those areas in which he must concentrate more effort to attain the level of growth required as he progresses from year to year.

With a sound, well-developed, and complete organization of responsibilities and an effective training and appraisal plan, we can guarantee our Lodges exceptional officers and the "new" appointment, however selected, will respond with vigor to the task he has accepted.

MISSION STATEMENT ANALYSIS

An exercise and test in implementing the material presented at today's training session.

Homework: On a separate piece of paper, answer the following questions.

1. What is the purpose of Freemasonry?
2. What is your perception of the Mission of the leaders of the Craft?
(*Grand Lodge, its officers and representatives*)
3. What is the purpose of your Lodge?
4. Whom do you and your Lodge serve?
5. What is your perception of the Mission of your Lodge?
6. What degree of input have you had in the creation of the Lodge's Mission Statement?
7. What Mission Statement would you create for your position?
8. What do you need to do in order to consistently implement the beliefs of your Personal Mission Statement?
9. How does Grand Lodge and/or the District assist you in achieving this goal?
10. What vision do you have of the future of your Lodge or role in two years?
11. What vision do you have of the future of your Lodge or role in five years?
12. What steps need to be taken to achieve this vision and implement it?

Team Breakout Discussion Questions:

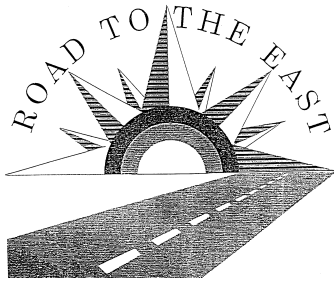
1. How do you view the quality of service you and your Lodge provide to your members?
(*Short explanation*)
2. How does the Mission Statement for your Lodge and your own agree or disagree?
3. What do you believe the Leadership and Membership of your Lodge need to do or have already done to bring about the development of the Lodge's Mission Statement?
4. What must be done in order to empower you to create your own Mission Statement that is consistent with that of the Lodge's Mission Statement?
5. How may the Lodge's Mission Statement and your Personal Mission Statement be kept current and vital?
6. How must you and your Lodge continue your success or change in order to maintain ongoing growth and success?
7. How may implementing the techniques and communication patterns of an ***Empower for Success*** type of Lodge operation improve your mutual continuing success?

Mission; *A person or group of persons acting as an envoy; the tasks or objectives of those acting as envoys; the sending of an individual or group by an authority to perform a specific service.*

Statement; *a communication in speech or writing setting forth facts or particulars; a declaration*

Goal; *an end toward which one directs his exertions*

Objective; *being the object of one's endeavors or actions.*



The Road To The East

Grand Lodge Committee on Leadership and Educational Services

Was this course interesting and helpful to you? _____

What are the immediate and specific short term goals you will establish for you lodge as a result of this course?

May we contact you in 3-6 months for future feedback and progress made in the goals for your lodge? _____

How may we improve this course?

(Continued on back)

What additional material would like to see addressed? _____

Please complete this evaluation form at the conclusion of the final ***Training Session*** (session #3) and turn it in to The Road To The East coordinator before you leave. If this was not done, then please mail it to:

**Committee on Leadership Services
 Masonic Hall, 17th Floor
 71 West 23rd Street
 New York, NY 10010-4149**

Optional:

Name _____

Address _____

Telephone _____

Lodge Office _____

Title Bro. W.: V.: W.: R.: W.: